



# HIWASSEE COLLEGE

*Dedicated To Great Beginnings*

**MADISONVILLE, TENNESSEE 37354**

**HIWASSEE COLLEGE IS AFFILIATED WITH  
THE HOLSTON CONFERENCE OF THE UNITED METHODIST CHURCH**

**Admissions Office Toll Free Phone: 1-800-356-2187**

**Website Address: <http://www.hiwassee.edu>**

**Hiwassee College strives to act without discrimination as to race, color, gender, age, disability, and/or national or ethnic origin in the practices of student admissions and retention, student placement and housing, financial aid, and employment, as the College keeps its commitment to comply with the letter and spirit of various anti-discrimination laws including, but not limited to, Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Internal Revenue Code, as amended; and the Americans With Disabilities Act.**

This bulletin includes information which, at the time of printing, describes as accurately as possible the course offerings, policies, procedures, regulations, and requirements of Hiwassee College. The College reserves the right to alter or change any statement contained herein without prior notice.

While the College attempts to give students proper advice, the individual student is responsible for knowing and following the rules and regulations of the College as well as his or her program of study.

## PRESIDENT'S MESSAGE

Welcome to Hiwassee College, home of the Tigers! Our faculty, staff, and I are dedicated to your success through providing you with an excellent higher education experience in a Christian environment. Hiwassee College is a place where you will grow intellectually, socially and spiritually.

We think you will find our new website and our social media an excellent representation of the spirit, mission, success, and life on our Southern Smoky Mountains campus. When browsing through our new site you will be able to quickly review the academic, athletic, alumni, and student expressions of what it means to live, work, play, and pray at Hiwassee College.

Our faculty is committed to teaching. They are focused on making students successful using the most effective tools in the classroom and in the community around us. Our faculty is constantly seeking ways to utilize our 400-acre campus as a teaching tool. We are examining ways to be a sustainable campus through the use of alternative energy sources and Green initiatives, while protecting the integrity of the land. We are growing our student work/study program so our students will have every opportunity to fully participate in this incredible adventure while supporting their academic pursuits.

We have an extraordinary alumni group who are active, dedicated, and frequently join us on campus. We are very fortunate that so many alumni live in East Tennessee, but many often travel significant distances for special events. The alumni have been a tremendous source of strength in our past and will certainly be a critical part of our future.

We value partnering with the community through sharing resources and facilities. This summer we are opening our pool for our summer campers and for our community. When school starts it will be ready for our new and returning students. We are enhancing our student life activities by adding a new nine-hole disc golf course, opening our tennis courts, and hiring a new Dean of Students and an Associate Dean for Student Activities. We believe both of these individuals will bring a great deal to enhancing our student life on campus.

There is a great deal of new activity taking place on our mountain view campus and I hope you will join us! This is an outstanding opportunity to learn in a setting that provides you great classroom opportunities to learn, to become friends with students from many different locations, to hike the Smoky Mountains, whitewater raft one of our many rivers, enjoy our area lakes, or take a mile-high, scenic ride on the Cherokee Skyway. We look forward to hearing from you or seeing you on campus! There is no better time to start your higher education experience than now, and there is no better place to begin than Hiwassee College!

See you soon!

Robin Tricoli

President

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## GENERAL INFORMATION

## ACADEMIC CALENDAR 2011-2012

## FALL SEMESTER 2011

## AUGUST

19	Friday .....	Faculty Workshops
21	Sunday .....	Residence Halls Open for Freshman Students Only
21	Sunday .....	Freshmen and Parent Orientation
21	Sunday .....	Check-in and Registration for New Students Only
22	Monday .....	Required Orientation Activities for All New Students
22	Monday .....	Placement Testing and/or Academic Advising for Students Who Have Not Pre-registered
23	Tuesday .....	Open Registration (1:00-4:00 p.m.)
23	Tuesday .....	Registration - Evening Students (6:00 p.m.)
24	Wednesday .....	Classes Begin
24	Wednesday .....	Fall Convocation

## SEPTEMBER

2	Friday .....	Last Day to Register or Make Course Changes
5	Monday .....	Labor Day Holiday
9	Friday .....	Last Day to Drop a Course Without a Grade of "W"

## OCTOBER

19	Wednesday .....	MIDTERM
20-21	Thursday & Friday .....	Fall Break
24	Monday .....	Required Counseling Assembly
28	Friday .....	Last Day to Withdraw From a Course With a Grade of "W"

## NOVEMBER

7	Monday .....	Required Advising Assembly
11-13	Saturday .....	Homecoming
18	Friday .....	Last Day to Pre-register for Spring Semester
23-25	Wednesday - Friday .....	Thanksgiving Holiday
28	Monday .....	Last Day to Withdraw From a Course or From School and Receive a Grade of "WP" or "WF"

## DECEMBER

12-15	Monday - Thursday .....	FINAL EXAMS
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## SPRING SEMESTER 2012

## JANUARY

8	Sunday .....	Residence Halls Open
9	Monday .....	Registration - All Students (8:30 a.m.)
9	Monday .....	Registration - Evening Students (6:00 p.m.)
10	Tuesday .....	Classes Begin
16	Monday .....	Martin Luther King Holiday
19	Thursday .....	Last Day to Register or Make Course Changes
27	Friday .....	Last Day to Drop a Course Without a Grade of "W"

## FEBRUARY

29	Wednesday .....	MIDTERM
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MARCH

2	Friday .....	Required Counseling Assembly
12	Monday .....	Last Day to Withdraw From a Course With a Grade of "W"
14	Wednesday .....	Assessment Day
19-23	Monday - Friday .....	Spring Break

APRIL

6	Friday .....	Good Friday
9	Monday .....	Required Advising Assembly
16	Monday .....	Last Day to Withdraw From a Course or From School and Receive a Grade of "WP" or "WF"
27	Friday .....	Honors Day Program
27	Friday .....	Last Day to Pre-Register for Summer and Fall Terms

APRIL-MAY

30-3	Monday - Thursday .....	FINAL EXAMS
4	Friday .....	Sophomore Breakfast (8:00 a.m.)
5	Saturday .....	Commencement Services (10:30 a.m.)

SUMMER SESSION 2012

MAY

7	Monday .....	Registration for Mini-Term
8	Tuesday .....	Classes Begin
16	Wednesday .....	Last Day to Withdraw From a Course With a Grade of "W"
21	Monday .....	Last Day to Withdraw From a Course or From School and Receive a Grade of "WP" or "WF"
25	Friday .....	Last Day of Mini-Term
28	Monday .....	Memorial Day Holiday
29	Tuesday .....	Registration for First Summer Session

MAY-JUNE

30	Wednesday .....	Classes Begin
1	Friday .....	Last Day to Register or Make Course Changes
14	Thursday .....	Last Day to Withdraw From a Course With a Grade of "W"
22	Friday .....	Last Day to Withdraw From a Course or From School and Receive a Grade of "WP" or "WF"
29	Friday .....	Last Day of First Summer Session

JULY

2	Monday .....	Registration for Second Summer Session
3	Tuesday .....	Classes Begin
4	Wednesday .....	Fourth of July Holiday
6	Friday .....	Last Day to Register or Make Course Changes
19	Thursday .....	Last Day to Withdraw From a Course With a Grade of "W"
27	Friday .....	Last Day to Withdraw From a Course or From School and Receive a Grade of "WP" or "WF"

AUGUST

3	Friday .....	Last Day of Second Summer Session
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## **ACCREDITATION**

Hiwassee College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Candidate status as a Category II institution by the TRACS Accreditation Commission on November 3, 2009; this status is effective for a period of five years.

TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Candidacy (pre-accreditation) indicates that the institution is in basic compliance with the Standards and Criteria, has been evaluated by an on-site peer team, and in the professional judgment of the evaluation team and the Accreditation Commission, the institution provides sound instruction and student services.

Hiwassee College is listed by the University Senate of The United Methodist Church. The senate is an elected body of professionals in higher education created by the General Conference to determine which schools, colleges, universities, and theological schools meet the criteria for listing as institutions affiliated with The United Methodist Church.

## **HIWASSEE—AN OVERVIEW**

Hiwassee College is a co-educational, residential, liberal arts college affiliated with the Holston Conference of the United Methodist Church. The spacious and attractive campus, which capitalizes upon the natural beauty of the area, occupies about 60 acres within a 400-acre area owned by the College. Many faculty, staff and administrators live adjacent to the campus and all share a common interest in getting to know their students and promoting their success and well-being. A real sense of community that is often called the "Hiwassee Experience" is provided by the close relationships among students, faculty and staff; the residential nature of the student body; a wide variety of extracurricular activities in music, drama, sports and student organizations; and numerous cultural events. Through this combination of quality academic programs, a caring and dedicated faculty, and rich student life experiences, the College strives to provide a values-centered educational environment that enables its students to fulfill their potential.

The College awards the Bachelor of Arts, Bachelor of Science, Associate of Arts, and Associate of Science degrees, and the Associate of Applied Science degree in a limited number of career/vocational fields. The College provides strong support for its academic programs. Such support includes a learning center, an honor's program, various tutoring programs, counseling, laboratories and modern computer technology that are available for student use.

Hiwassee College is located in Madisonville, Tennessee, approximately halfway between Knoxville and Chattanooga. Its supportive environment and its outstanding location adjacent to the Great Smoky Mountains provide students with a wealth of opportunity for involvement and recreation.

## **HISTORY OF HIWASSEE**

Hiwassee College was founded in 1849, but can trace its origin back to 1826 with the founding of Tullagalla Academy located in Fork Creek Community some five miles from the site of the present campus. At about this same time a group of Methodist settlers set aside land near a bubbling spring for a camp meeting place that eventually came to be called Bat Creek Campground. Over the years, a church and other structures were erected and used by persons who assembled annually for "camp meeting services." By 1845, the enrollment of the academy exceeded its capacity to accommodate the students so the school moved to Bat Creek Campground and utilized the facilities available there. This area is located across the road from the present location of the Hiwassee campus, and the spring still provides water to meet the needs of the College.

When the academy director left in 1848, a group of five local Methodist leaders worked to continue a school at the campgrounds, but at the college level. Thus, in 1849, the College was organized, replacing



and expanding the academy's program. The new institution was named Hiwassee, taken from the Cherokee word "ayuwasi," which means "meadow place at the foothills" and is reflective of the beautiful region at the foothills of the Great Smoky Mountains.

Hiwassee College was chartered by the State of Tennessee in 1850 and thus began a long history of meeting the educational needs of young men and, later on, young women of the area. David M. Key, Hiwassee's first graduate, went on to become Postmaster General under President Rutherford B. Hayes, and Albert H. Roberts, an 1889 graduate, later became Governor of Tennessee. For many years Hiwassee College offered training beginning with elementary school and continuing through the Bachelor's degree. At some periods in its history, the College granted the Master's degree.

Although closely tied to the Methodist Church since its founding, it was not until 1908 that the Trustees of Hiwassee College and the Holston Conference of the Methodist Episcopal Church-South (a geographic region that includes east Tennessee and small parts of southwest Virginia and north Georgia) entered into an agreement for joint operation of the institution. At the time the College was leased to the Holston Conference, a new charter was issued and the College reorganized as a junior college. Hiwassee College came under the complete control and ownership of the Methodist Church-South in 1937.

The campus has grown from the original seven acres donated by Reverend Daniel B. Carter to start the College to a campus comprised of eighteen buildings situated on sixty acres of a four hundred acre tract of land located just one mile north of the town of Madisonville. Hiwassee College has moved into the 21st century, marked by its traditional concern and support for the individual with innovations in programming and technology.

## MISSION AND PURPOSE

Hiwassee College, founded in 1849 and associated with the United Methodist Church, is a liberal arts, residential institution of higher education, providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility.

In striving to achieve its purpose, Hiwassee College has the following specific institutional goals:

- A. To provide an integrated, balanced, and sound academic program:
  1. by offering programs of study leading to the associate degree, the baccalaureate degree, or intended for transfer to other institutions;
  2. by offering career/vocational programs of study for direct entry into the job market in the areas of business, industry and the professions;
  3. by offering a variety of continuing education opportunities for personal career/vocational and professional development; and
  4. by offering a program of study and training for church-related vocations.
- B. To promote Christian living through a wholesome spiritual environment:
  1. by providing opportunity for experiences that encourage spiritual growth;
  2. by encouraging service to humanity through church-related vocations and/or volunteer Christian service;
  3. by emphasizing to students the values of a Christian family life; and
  4. by stressing the relevance of Christian values and ethics in the work place and in the community.
- C. To encourage students to explore social, cultural, physical and emotional experiences as a part of personal growth and development.
- D. To give students who qualify the opportunity of securing a college education by providing workshops, loans and/or scholarships.
- E. To encourage an appreciation for democracy and to instill the responsibility of good citizenship.

## EDUCATIONAL PROGRAM AND ACADEMIC QUALITY

A hallmark of Hiwassee College is its academic programs. The College has produced many distinguished alumni, from doctors, lawyers and teachers to highly ranked government officials and successful businessmen and businesswomen. Hiwassee provides a liberal arts education and a selected number of career fields with personalized instruction offered in a friendly, caring, Christian environment. With a student-faculty ratio of fifteen to one, students are treated as individual learners by highly skilled faculty members who have distinguished themselves as professionals within their fields.

Hiwassee has also earned an excellent reputation as a preparatory college for the student who has had limited academic experience. The College's developmental studies program is comprehensive and has an excellent success rate for helping students who need to master certain basic educational skills before entering a rigorous academic program. Each course of study at Hiwassee contains a basic liberal arts core of general education courses which the College considers to be essential for the well-rounded person.

While the center of the student's education is in the classroom, quality out-of-class experiences are necessary as well to acquire a well-balanced education. Hiwassee is well known for the special opportunities made available to its students through its extracurricular or out-of-class activities. Among these are music, drama, intercollegiate and intramural sports, student government activities, and numerous clubs and organizations. These programs have been carefully designed and developed to complement each other and to provide an opportunity for a complete education.

Hiwassee is a modern liberal arts college, combining general education with specialized training in preparation for a vocation. It is concerned with the development of the whole person, with his or her moral and intellectual development as well as social growth. Offering a "value added" education within a Christian environment, Hiwassee encourages the student to search for answers in order to achieve meaningful values that will enable him or her to lead a richer life.

## BIBLICAL FOUNDATIONS

Hiwassee College was founded in 1849 by Methodists and continues to be a mission of The United Methodist Church. Entwined in this relationship is a commitment to the Biblical and theological tradition of the Wesleyan movement. As a United Methodist institution, Hiwassee College ascribes to and upholds the beliefs and tenets of the Christian faith as practiced by The United Methodist Church. Methodism has its roots as an evangelical renewal movement and a deep commitment to personal and social holiness.

These beliefs are enumerated by the "Articles" of Religion, the Standard Sermons of John Wesley, and two historic creeds of the Christian Church: "Apostles' Creed," and the "Nicene Creed." The Restrictive Rules of the Constitution of The United Methodist Church prohibit the revocation, altering, or changing of the Articles of Religion, or establishing any new standards or rules of doctrine contrary to the existing and established doctrines.

We affirm the Biblical and theological foundations of The United Methodist Church and commit ourselves to fulfilling the mission and philosophy of education that reflects our foundations.

**The Bible:** The Bible is the Word of God and contains "all things necessary to salvation."

The Bible is primary, authoritative, and informative in all matters of faith and practice. All Scripture is given by the inspiration of God. "Whatever is not read therein . . . is not to be required" of anyone to believe as an article of faith, or be a requisite necessary to salvation. (Article V)

**Creation:** God is creator of all. (Genesis 1:1) "All things were made by Him, and without Him was not anything made that was made." (John 1:3)

"When God created the heavens and the earth, and all that is therein, at the conclusion of each day's work it is said, "And God saw that it was good." Whatever was created was good in its kind; suited to the end for which it was designed; adapted to promote the good of the whole and the glory of the great Creator." (Sermon 56: "God's Approbation of His Works")

**The Trinity:** God is a triune, one Being, “ever-lasting, without body or parts, with infinite power, wisdom and goodness; the [Creator] and preserver of all things, visible and invisible.” (Article I).

Each part of the trinity is co-equal and co-eternal. The Trinity is one in essence, nature, power, action, and will. While the traditional names for this threefold nature of God are Father, Son, and Holy Ghost, other titles also are used, such as Creator, Redeemer, and Sustainer.

**Father (Creator):** God is the Creator and Nurturer of all, the maker of heaven and earth, of all that is seen and unseen. God the Father’s relationship is as a loving Parent with children: wise, just, and merciful. (Article I)

**Son (Jesus, Christ, Redeemer, Word):** Jesus is the Son of God. He is the Word made flesh, “who lived as a man and died when he was crucified. God raised Jesus from the dead, and the risen Christ lives today. Through Christ, God’s children receive abundant life and forgiveness of sins. Jesus the Christ calls God’s children to pattern our lives after his.” (Article II)

**Holy Ghost (Holy Spirit, Sustainer):** The Holy Spirit is God with us. The Holy Spirit comforts us when we are in need and convicts us when we stray from God. The Holy Spirit awakens us to God’s will and empowers us to live obediently. The Holy Spirit is “of one substance, majesty and glory with the Father and the Son, very and eternal God.” (Article IV)

**Original Sin:** Sin is the “corruption of the nature of every [person] that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature inclined to evil, and that continually.” (Article VII)

**Satan:** “The devices whereby the subtle god of this world (Satan) labors to destroy the children of God – or at least to torment whom he cannot destroy, to perplex and hinder them in running the race which is set before them – are numberless as the stars of heaven or the sand upon the seashore.” (Sermon 42 “Satan’s Devices”)

**Heaven and Hell:** “All persons stand under the righteous judgment of Jesus Christ, both now and in the last day. We believe in the resurrection of the dead; the righteous to life eternal and the wicked to endless condemnation.” (Article XII)

**Free Will:** “The condition of man after the fall of Adam is such that he cannot turn and prepare himself, by his own natural strength and works, to faith, and calling upon God; wherefore we have no power to do good works, pleasant and acceptable to God, without the grace of God by Christ preventing us, that we may have a good will, and working with us, when we have that good will.” (Article VIII)

**Redemption:** “The offering of Christ, once made, is that perfect redemption, propitiation, and satisfaction for all the sins of the whole world, both original and actual; and there is none other satisfaction for sin but that alone.” (Article XX)

**Salvation:** Men and women “are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ by faith, and not for our own works or deserving. Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort.” (Article IX)

**Sanctification:** “Sanctification is that renewal of our fallen nature by the Holy Ghost, received through faith in Jesus Christ, whose blood of atonement cleanseth from all sin; whereby we are not only delivered from the guilt of sin, but are washed from its pollution, saved from its power, and are enabled, through grace, to love God with all our hearts and to walk in his holy commandments blameless.”

**Eschatology:** We believe Jesus Christ died and was buried and “rose on the third day, from whence He shall come again to judge the quick and the dead.” (Apostle’s Creed)

**Ecclesiology and Ecumenism:** We believe the church is the visible expression of the body of Christ in this world and is a universal collection of believers serving and worshiping under the banners of different denominations.

**Unity amid Diversity:** While recognizing differences in the Christian family, we seek a unity of spirit and acceptance within the fellowship of Christ’s Church. This attitude reflects the spirit of John Wesley who, despite his very pronounced opinions, was able to say to someone who differed from him, “If your

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heart is as mine, give me your hand."

We believe in the **Whole Gospel**, in the connection between the inner life of prayer and the outward life of service. We worship and serve God most authentically when prayer and work, devotion and action, go together.

**The Mark of a Methodist:** We believe Wesley's understanding of who is a Methodist:

"A Methodist is one who has "the love of God shed abroad in his heart by the Holy Ghost given unto him;" one who "loves the Lord his God with all his heart, and with all his soul, and with all his mind, and with all his strength. God is the joy of his heart, and the desire of his soul." John Wesley, "The Character of a Methodist" (1739)

### PHILOSOPHY OF CHRISTIAN EDUCATION

Hiwassee College is a Christian College in the tradition of The United Methodist Church. We believe issues of faith and reason are intertwined, and we take their relationship seriously. We are committed to fostering a supportive living and learning environment in which individuals can develop their intellectual, social, and spiritual potential.

At Hiwassee, students are not required to adhere to a prescribed set of beliefs. However, students as well as faculty and staff are expected to study, work and live together in a manner that respects individuals, honors faith, and encourages understanding about the values that are foundations for one's life.

We believe Christians and all persons of faith should take their faith seriously as we live and serve together on this campus and beyond. Required weekly chapel services and optional fellowship and Bible study groups provide regular opportunities to gather for worship, celebration and study, as well as to explore who we are called to be and what we are called to do with our lives. Education at Hiwassee includes helping persons prepare for lives of responsible citizenship, service, and leadership.

Education is not just training persons for a job. It is supporting individuals as they discover and affirm their vocation, that which they are called to do. Hiwassee College provides the environment where that can occur.

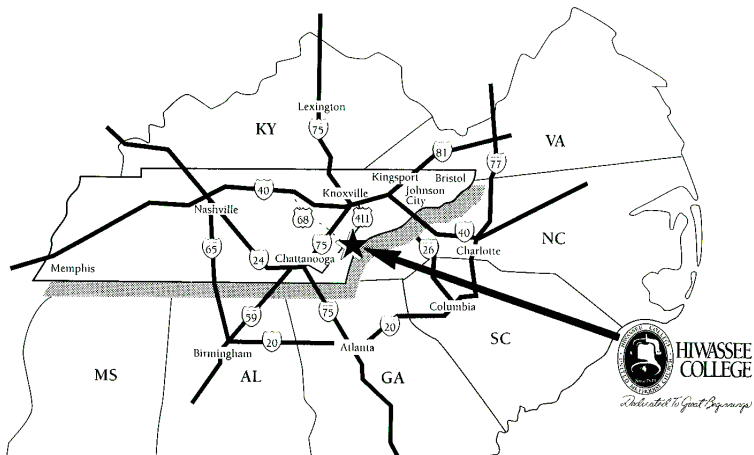
Hiwassee College is a Christian College that:

- A. respects and honors religious practice;
- B. believes faculty and students have the right to explore the place of religious belief and practice, and the intellectual dimensions of Christian faith, in all academic disciplines and co-curricular activities;
- C. honors and provides the teaching of religion, including appropriate scholarly theological teaching in the Christian tradition, within the curriculum;
- D. encourages exploring the place of religious belief and practice in society and advocates appropriate recognition of the contributions of religion to public life; and
- E. works to create a community of scholarship and learning which facilitates social justice and personal responsibility.

### LOCATION AND ENVIRONMENT

Hiwassee College is located in that region of the country often described as the crossroads for the eastern half of the nation. A large percentage of the nation's Interstate traffic passes within the region where the College is located. Interstates 75 and 40 merge about 30 miles from the campus. Interstate 75 passes within 10 miles of the College, while U.S. 411 passes through Madisonville, where the College is located.

Less than one hour's drive from Knoxville, Hiwassee's setting is in the spectacular rolling hills of East Tennessee where the beautiful Tennessee Valley, with its many TVA lakes, meets the majestic Great



Smoky Mountains. Within a half hour, you can be at any one of four different TVA lakes, and in about ten minutes, you can be on Tellico Lake—the newest of the TVA system. To the south, you can view the breathtaking Tellico Mountains, a part of the Great Smoky Mountain Range, and the Cherokee National Forest. The lakes and mountains are often used by college students and staff for outdoor activities such as hiking, fishing, camping, whitewater rafting, kayaking, hunting, and picnics. Because of the region's mild climate, many recreational activities can be enjoyed throughout the year.

Many nationally known attractions are located in this region. These include the nearby Historic Fort Loudoun, the Great Smoky Mountains National Park, the Museum of Atomic Energy at Oak Ridge, Rock City at Chattanooga, and The Lost Sea, a nearby tourist attraction. Many of these natural and man-made attractions are used as laboratories for college classes.

Shopping and service centers are found in Madisonville and neighboring towns. The McGhee-Tyson Airport, which services the Knoxville area, is located about forty minutes from the College.

## HIWASSEE CAMPUS

The Hiwassee campus is located approximately one mile outside of Madisonville, Tennessee. The campus consists of some 18 buildings, plus parking and athletic facilities, that cover almost 60 acres within a 400-acre tract of land owned by the College.

Adjacent to the campus is a subdivision where many members of the faculty and staff live. Because of the College's setting and tradition, there is a strong feeling of community on campus which most of our students find to be supportive and nurturing during these formative years. One student described it in this manner: "Because of the friendliness, the location, and with most members of the faculty and staff living nearby, we really get to know each other. In many ways we are like one big family."

The entire campus capitalizes on the natural splendor of the rolling hills, and buildings have been carefully placed to promote pedestrian rather than automobile traffic. The buildings are modern and well-equipped, and the College has a number of facilities available for student use, such as lighted tennis courts, a nature trail, and weight and fitness training.

## BARKER LEARNING CENTER

The Barker Learning Center was completed in the summer of 1969. It is named in honor of Dr. Horace N. Barker who served as President of Hiwassee from June 1955 until July 1980. This building is centrally located on the campus and contains fifteen classrooms and twenty-five faculty offices. The administrative offices of the College are located on the first floor. In addition to classrooms and offices,

## 14 GENERAL INFORMATION

the structure houses an auditorium with a seating capacity of approximately 1,000. The auditorium contains a stage with lighting and equipment for professional productions, theatre workrooms and other related facilities for an instructional program in theatre. Wireless networking and Internet access are available throughout the building.

### **HARDWICK-JOHNSTON MEMORIAL LIBRARY**

The Library of Hiwassee College is named in memory of the late Dr. and Mrs. C. L. Hardwick, benefactors, who assisted Hiwassee College in becoming a leading educational institution of the South. The library, constructed in 1955, provides a wide range of both traditional and non-traditional services, including instructional support, bibliographic instruction, wireless access to electronic resources, and on-line reference. The library collection consists of over 30,000 volumes, back files of over 300 periodicals, and numerous audio/visual materials. The library currently subscribes to over 110 magazines and newspapers. Through the college's memberships in Tenn-Share, Lib-Lime, and other resources, Hiwassee College students, faculty, and staff have on-site and remote access to the library's on-line catalog as well as to numerous electronic databases and other electronic resources, including thousands of e-books, e-journals, and electronic reference works. In addition, the library has fully equipped network computers in its computer laboratory. Wireless networking and Internet access are available throughout the building.

### **LAYCOCK CENTER**

The Laycock Center is named in honor of Bill and Evelyn Laycock who served the College in various capacities for over 35 years. The Laycock Center, originally constructed in 1920 and completely renovated in 1991, has served as the home of the President of the College and as a women's residence hall. The facility currently houses the Admissions Office. In addition, the Center has two bedrooms on the upper level, each with a private bath, that are available for use by alumni and other visitors on campus. Attached to the Alumni/Admissions Center by a large patio is the Doak House, which is a portion of the first permanent building constructed on campus in 1850 and presently houses a museum of College artifacts.

### **RYMER STUDENT LIFE CENTER**

The Rymer Student Life Center was completed in 1998 and provides over 30,000 square feet for the enhancement of student and campus life. Both wireless networking and Internet access are available throughout the complex which consists of three distinct sections:

**Rymer Dining Hall:** Made possible through the generosity of the S.B. Rymer family of Cleveland, Tennessee, the original building was erected in 1954 and was completely renovated in 1973 and again in 1998. This area of the Student Life Center contains the campus dining hall and a conference center that is open to both the College and local community.

**Cregger Commons:** Made possible through the generosity of Kyle and Eula Cregger of Anderson County, Tennessee, the Cregger Commons is the Student Life Center's newest addition which houses the food court, Campus Store, commons area, TV lounge, and post office.

**Trotter Wing:** Named in honor of Mr. and Mrs. J.T. Trotter of Maryville, Tennessee, the Trotter Wing was originally the Trotter Building completed in 1959 as a facility for instruction in drafting, woodworking, architectural drawing, and electronics. This section of the Student Life Center houses the clinic, lab, and classroom for the Dental Hygiene Program.

### **LUNDY SCIENCE HALL**

Lundy Science Hall was completed in 1961. This building was made possible by funds from the Expansion Crusade and is named in honor of Dr. C. E. Lundy. It is near the center of the campus and contains classrooms and laboratories for Chemistry, Physics, Biological Sciences, Mathematics, and Agriculture. In addition, it contains lecture rooms, a student lounge, a photography laboratory, a computer lab, and faculty offices. Wireless networking and Internet access are available throughout the building.

### **CORA M. VEAL LIVING CENTER (PRESIDENT'S HOME)**

Completed in 1984, this beautiful residence was made possible by the generosity of the late Mrs. Cora Veal of Madisonville. The Cora Veal Living Center is located in Rawlings Subdivision, adjacent to the College campus. It features separate guest quarters and an all-purpose recreation center.

### **BUCKNER MEMORIAL UNITED METHODIST CHAPEL**

The Buckner Memorial Chapel, named in memory of Judge and Mrs. Thomas E. Buckner, and completed in 1969, is an aesthetically inspiring example of contemporary architecture. The main sanctuary accommodates approximately 700 people. A single-story educational unit of the chapel contains the Rapping Meditation Chapel, the Lowry Fellowship Hall, classrooms, parlor, kitchen, and offices.

### **THE "RUDY" YOEELL PHYSICAL EDUCATION CENTER**

The Physical Education Center, named in memory of D.R. Youell, was completed in December 1965. It contains facilities for a modern physical education program, including a basketball court, classrooms, fitness center and weight room, dressing facilities, small game rooms, and offices; it has a seating capacity in excess of 2,000. Adjacent to the Youell Physical Education Center is the King Natatorium, constructed in 1978 through the support of E. Ward King of Kingsport, Tennessee. The natatorium houses a 3,600 square foot heated swimming pool within a fiberglass enclosure. Wireless networking and Internet access are available throughout the Youell Physical Education Center and King Natatorium.

### **RESIDENCE HALLS**

Hiwassee College provides a safe and secure on-campus living and learning environment that affords many students the first-time opportunity to live away from home. In addition to the amenities listed below, all residence halls are equipped with wireless network and Internet access.

**Allison Hall:** Constructed in 1964, and named in honor of Mr. and Mrs. M.H. Allison, this women's residence hall is a modern three-story, fireproof building with the capacity to house 100 students. The building is centrally heated and cooled and houses a spacious and well-appointed lounge and recreation area, a kitchen and laundry room.

**Brock Hall:** Brock Hall is a four-story fireproof structure constructed in 1951 and partially renovated in 1979. A women's residence hall with a capacity of 70 students, Brock Hall was named in memory of Senator and Mrs. W.E. Brock. The facility includes furnished single, double, or quad occupancy rooms, a lounge, a large recreation area, a kitchen, a laundry room, storage rooms, and central heating and cooling. Brock Hall contains one room dedicated for temporary use for students on crutches and one room equipped with a fire alarm for the hearing impaired. The first floor area of Brock Hall contains apartments for faculty and staff, including space for the Resident Director and Assistant Resident Director. The ground level of Brock Hall contains offices for ETSU's Families First program and for the Hiwassee Medical Clinic, which serves students, faculty, and staff two afternoons each week.

**Tom Black Hall:** Constructed in 1964, and named in honor of Mr. and Mrs. Tom Black of Knoxville, this facility houses a maximum of 140 male residents. This four-story, fireproof building is of concrete block and brick construction and is centrally heated and cooled. It also contains a student lounge, kitchen, and laundry room.

### **HIWASSEE COLLEGE EQUESTRIAN CENTER**

Originally named in honor of Mr. and Mrs. L.O. Ledford, the refurbished center consists of stable areas with stalls, tackrooms, feed and tool rooms, wash racks, storage areas, and office space. In addition to the stables, a lighted outdoor riding arena and several fenced paddocks with pasture areas cover approximately 50 acres.

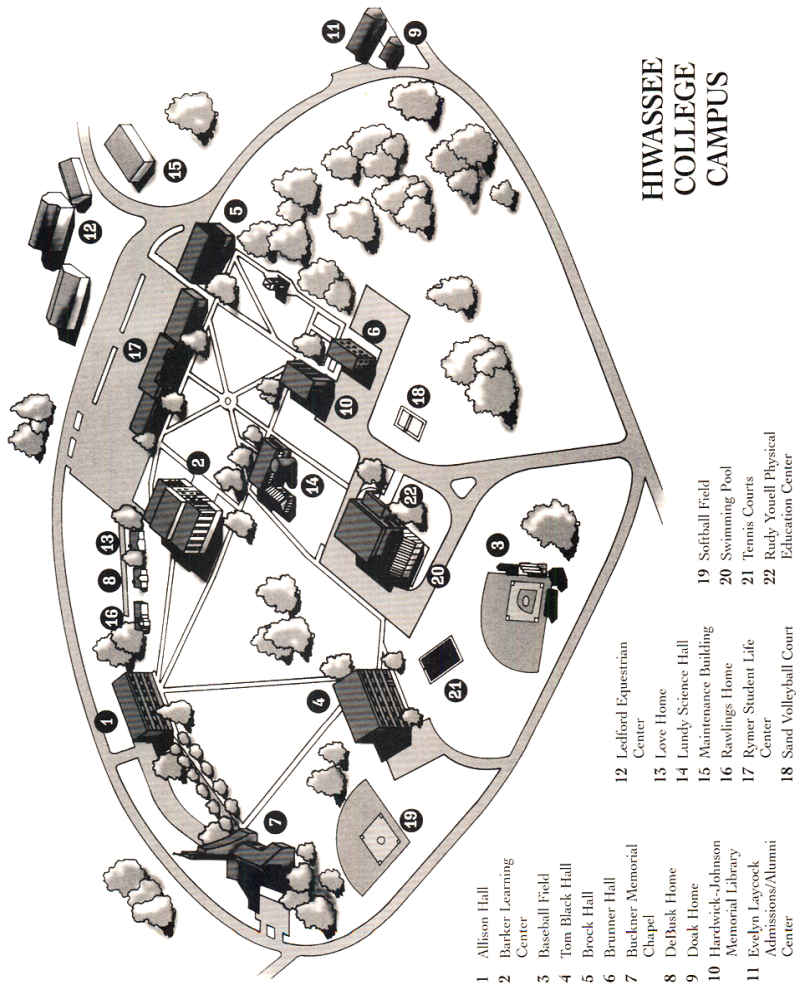


OTHER FACILITIES

**DeBusk House:** Donated in 1955 by the late Mrs. W.S. DeBusk, this building was formerly used as the residence for the College chaplain. It now houses the offices of the Hiwassee College Educational Talent Search Program.

**Love House:** The Love House was constructed in 1945 and is currently the location for the offices of the Hiwassee College Upward Bound Program.

**Rawlings House and Rawlings Subdivision:** Made possible through the generosity of the late K. Rawlings of Sevierville, Tennessee, both the Rawlings House and the Rawlings Subdivision continue the tradition of maintaining a close faculty-student relationship by having as many of the faculty as possible living on or near campus. The Rawlings House also contains a small apartment which is still used by the College as a rental unit for faculty and staff. Rawlings Subdivision, the newest addition in faculty housing, is located on the west side of the Hiwassee College campus.







## ADMISSIONS & FINANCIAL AID

## **ADMISSION TO THE COLLEGE**

Hiwassee College seeks to admit students who show academic promise in attaining their educational goals. Each applicant's record should show educational growth, seriousness of purpose, potential for leadership, and a sense of responsibility.

The College reserves the right to admit only those applicants whose general records indicate potential success in a college environment. The College also reserves the right to examine further any applicant by the use of achievement, psychological, or aptitude tests, and personal interview.

## **ADMISSION REQUIREMENTS**

### **NEW FIRST-TIME FRESHMEN**

Generally, high school graduates are considered academically eligible for admission in good standing, provided they have a cumulative Grade Point Average of 2.50 or higher on a 4.00 scale, a class rank in the upper two-thirds of their graduating class, and a composite score of 18 or higher on the ACT exam or a total of 1500 or higher on the SAT exam.

Applicants who do not meet the above criteria will be considered for admission into the Academic Enrichment Program by the Admissions and Academic Standards Committee. Students admitted into this program are required to undergo placement testing and to take developmental courses in basic skills areas where deficiencies are indicated.

### **TRANSFER APPLICANTS**

An applicant for transfer from another institution of higher learning must meet the college's general admission requirements, must provide official transcripts from each post-secondary institution attended, and should be eligible to return to the institution of higher learning from which transfer is sought. It is the responsibility of the transfer applicant to have official transcripts of all academic work forwarded directly to the Admissions Office from the institution(s) previously attended. Credentials submitted by the applicant are not considered official. A student who fails to acknowledge attendance in any college where he/she has previously registered is subject to dismissal.

Transfer applicants shall be admitted in good standing provided all requirements have been met, and they have attained a cumulative Grade Point Average (GPA) of 2.0 or higher in course work which is transferable to the College. Students with less than the minimum GPA will be considered for probationary admission.

Hiwassee College will evaluate, for potential transfer, credit awarded by other institutions accredited by associations (regional or national) recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education. Hiwassee College will evaluate all potential transfer credit and determine if such credit is equivalent in terms of academic level, content, quality, comparability of student learning outcomes, and degree program relevance to course work offered through Hiwassee College. Transfer credit from non-accredited institutions must be reviewed by the Registrar and the Vice President and Academic Dean.

Hiwassee College is primarily a liberal arts college and accepts transfer credit from other colleges for courses which are essentially equivalent to ones offered at Hiwassee College. Elective credit may be granted for courses from academic disciplines in which Hiwassee College offers course work, as long as the courses are reasonably applicable to the degrees offered. Transfer credit for experiential learning, CLEP, and/or advanced placement will be evaluated according to the College's established policy for transfer credit, if such appears on official transcripts as credit previously earned. The final decision on the acceptability of such credit will be made by the Vice President and Academic Dean.

Other policies governing transfer credit include:

1. Developmental or remedial courses are recorded but do not apply to the degree.
2. All credit courses and grades are recorded and calculated in hours attempted, hours earned, and cumulative GPA. Grades from other institutions will be replaced only when the course is repeated.
3. If a transfer student has the grade of "D" in a course required in the General Education Core or required in the major, the course must be repeated.
4. Transfer students must meet all degree or program requirements for graduation as outlined in the College Catalog.
5. Applicants who have completed fewer than 30 semester hours of college credit must submit high school transcripts and ACT or SAT scores.

Although Hiwassee College accepts transfer credits from other institutions, it is college policy that once a student has enrolled in a program on campus, he/she must have written approval from the Vice President/Academic Dean before registering for any courses at other institutions if they plan to transfer the course or courses to Hiwassee.

## **READMISSION OF FORMER STUDENTS**

Students who have discontinued attendance at Hiwassee College for one semester or more, not including the summer term, must apply for readmission. If former students seeking readmission have attended other institutions during the interim, official transcripts of all academic work attempted must be forwarded directly to the Admissions Office from the institution(s) previously attended.

Former students in good academic and social standing may be admitted upon submission of the appropriate forms and review by the Admissions and Academic Standards Committee. Students not in good academic or social standing must petition the Admissions and Academic Standards Committee for readmission. The petition should be sent to the Office of Admissions. The petition must show definite reason and good cause why such re-enrollment should be permitted and will be considered on its own merits. Students suspended for academic reasons may petition for readmission after remaining out of school for at least one semester. The summer term does not count towards meeting this suspension requirement.

## **ADMISSION OF ADULT-SPECIAL STUDENTS**

This category is reserved for those who: 1) wish to take credit courses, but do not wish to pursue a degree, 2) have had delays or interruptions in the normal sequence of their educational pursuits, or 3) are unable to present the proper credentials required for regular admission.

High school graduates without ACT or SAT scores, applicants who are not high school graduates, or those who have not made passing grades on the GED but are 21 years of age or older, may be admitted as special students on a provisional basis. The applicants must take the COMPASS Test and must enroll in any college preparatory courses as determined by his/her scores on the COMPASS.

While in special student status, the applicant may enroll in no more than 12 hours of course work, exclusive of public programs, during a semester or summer term. Upon completion of a total of 12 hours of course work with a minimum 2.00 Grade Point Average, the student will be reclassified as a regular student. If after completing the prescribed 12 credit hours the student has not achieved the minimum 2.00 GPA, he/she will not be allowed to enroll in additional courses until the high school graduation requirement or the GED requirement is met.

## **EARLY ADMISSION**

Early admission is granted only to students whose standardized test scores and high school or home school academic records are considerably above average. Applicants will be asked to supply letters of recommendation from a teacher, high school official, and/or appropriate home school official. In addition,

ACT or SAT (or PLAN/PSAT) scores must be submitted and a letter of approval should be included from the parents, expressing support of the student's decision. Degree credits earned are transferable and will count towards graduation once the student begins full matriculation in college. In all cases, early admission students will be expected to accommodate themselves to the academic standards and rigors of college coursework.

**Rising Seniors:** Admission at the end of the eleventh grade is possible for students who show unusual promise and maturity. Students entering their senior year in high school may enroll for study at Hiwassee College during the summer terms and/or during the academic year depending on the student's schedule at the high school. If the high school senior needs to complete only one unit of high school credit, the College will allow him/her to enroll, on a full-time or part-time basis, while completing the single course.

**Dual Enrollment-Extension:** High school students at selected schools may enroll in courses taught at those schools on a concurrent basis. Interested students should contact their school guidance office or Hiwassee College for available courses/schools.

**Special Student Admission:** Under special circumstances, students may be permitted to take a limited number of credit courses prior to completing the junior year in high school. Each student application will be considered by the Admissions and Academic Standards Committee on a student-by-student basis. Students interested in this provision should contact the Vice President and Academic Dean for additional information.

**Home Schooled Students:** Students of demonstrated academic ability may be permitted to take a limited number of college credit courses when concurrently enrolled in a regionally or nationally recognized home school program, provided they have the approval of appropriate school officials. Students interested in this provision should contact the Vice President and Academic Dean for additional information.

## ADMISSION WITH A GED

Individuals who earn satisfactory scores on the Tests of General Education Development (GED) will be considered for admission to the College in good standing, but may be required to take certain placement tests. Contact the Admissions Office for further details.

## TRANSIENT ADMISSION

Students currently enrolled at another institution and who are in good standing may enroll as transient students. These students must complete an application for admission and submit a letter from the chief academic officer or registrar of the applicant's institution giving approval for the student to attend Hiwassee and specifying which courses are to be taken.

## INTERNATIONAL STUDENT ADMISSION

Interested students from other countries are encouraged to attend Hiwassee College. All applicants for admission must be high school graduates. The applicant is required to furnish authenticated copies of academic records of all work completed on the secondary and collegiate level. These records should describe the courses of instruction, number of years spent in school, type of subject matter covered, and grades earned in each subject. The applicant must also provide authenticated copies of any diplomas or certifications at the high school level.

All international students for admission must possess proficiency in the English language, both written and oral. This requirement can be met by presenting satisfactory results (500 on the written, 175 on the computerized version, or 60 on the Internet-based version) on the Test of English as a Foreign Language (TOEFL), by obtaining a significant score on English courses taken while in high school, successful completion of an English Language Institute which meets the approval of Hiwassee College, and/or successful completion of classes in English as a Second Language offered on campus. All international students must undergo placement testing prior to registration, and based upon performance, may be required

to take classes in English as a Second Language (ESL) and/or developmental English. In addition, all international students must demonstrate proof of health insurance coverage or agree to purchase health insurance coverage through a plan made available by the College.

All international students must also submit proof of financial solvency as required by The United States Citizenship and Immigration Service (USCIS). This requirement can be met when receipt of a deposit of half of the total annual fees for room, meals, tuition, and books (in U.S. dollars) is received by the College, and when the College receives an official statement from a financial institution demonstrating the student's ability to continue payment following arrival in the United States. The remaining half of the annual fees will be due one month prior to the registration day for the second term in attendance.

Upon satisfactory completion of all requirements noted above, the student is eligible for admission to Hiwassee College. Admitted international students will receive notification by mail along with an I-20 form. All I-20's are now issued through the Student and Exchange Visitor Information System (SEVIS). Once the I-20 form is received, the student must complete Form I-901 and pay the \$100.00 SEVIS fee prior to acquiring a visa from the U.S. Embassy. This fee must be paid and proof of payment must be presented to embassy officials before the visa can be issued. Additional information on SEVIS, access to the I-901 form, and online payment of the SEVIS fee can be found on the Internet at <http://www.ice.gov/sevis/>.

Approval for continued study at Hiwassee College requires satisfactory academic and social progress, the meeting of financial obligations, and student compliance with all SEVIS requirements.

## **SENIOR CITIZEN ADMISSION**

Individuals sixty years of age and older may be admitted as special students by completing an application for admission. Testing of applicants for proficiency in reading, writing, and mathematics is not required. Individuals in this category may either audit classes or take them for credit by paying a set fee plus the cost of books and materials.

## **ADMISSION OF U.S. VETERANS**

Hiwassee College is approved by the State Approving Agency for study and veteran's assistance. The veteran seeking admission to the College should promptly notify the Vice President for Admissions and Financial Aid concerning eligibility under the various chapters of the G.I. Bill. All applications for benefits are subject to Veterans Administration approval.

**Credit for Educational Experiences in the Armed Forces:** All veterans must submit a copy of the D.D. Form 214 or the D.D. Form 295 as part of their admissions process. Credit toward a degree may be granted to those students whose D.D. Forms indicate a period of continuous active duty for at least 90 days. Two semester hours will be granted for basic training or its equivalent and will be considered as credit in physical education. Additional credit for training in formal service schools will be granted on the basis of recommendations published in "A GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES" or the recommendations of the Commission on Accreditation of Service Experiences insofar as the recommended credit can be evaluated as equivalent to a specific college course. The maximum credit allowed from these sources is 30 semester hours.

## **ADMISSION WITH ADVANCED STANDING**

Students may earn as many as 30 semester hours of credit toward graduation through by-pass examinations, the Advanced Placement (AP) Program, CLEP tests, or dual enrollment courses. The total amount of credit earned in this manner must be reduced by the number of semester hours earned by correspondence courses.

Neither by-pass examinations nor any form of AP or CLEP tests may be used to pass a course that has been failed. No student will be allowed to take by-pass examinations who has not first submitted a completed application form and paid the fee of \$40.00 for each examination.

**By-Pass Examinations:** A limited number of Departmental Examinations are available to students who qualify to attempt to by-pass courses. A grade of “P” is entered on the transcript when credit is awarded by examination. In order to receive credit the student must earn a grade of “C” or better on the examination. A course may not be by-passed after credit has been earned by CLEP or by any form of advanced placement tests in the respective subject area. Students cannot take a by-pass examination for a course in which they are currently enrolled. A student will be expected to furnish evidence of laboratory or field experiences in order to by-pass a course in which these experiences are required.

**Advanced Placement Program:** Students may be granted credit on the Advanced Placement Examinations administered by the College Entrance Examination Board (CEEB) Advanced Placement Program offered through their high schools. Grades of satisfactory (P) appear on the transcript and do not affect the grade point average. Credit is assigned to the various subject areas as follows:

AP EXAM	AP SCORE	HOURS CREDIT	HIWASSEE CREDIT
Art History	3 or higher	6	Art 1010-1020
Biology	3 or higher	8	Biol 1010-1020
Calculus AB	3 or higher	5	Math 1910
Calculus BC	3 or higher	6	Math 1710-1720
Calculus BC	3 or higher	8	Math 1910-1920
Chemistry	3 or higher	4	Chem 1110
Chemistry	4 or higher	8	Chem 1110-1120
Computer Science	3 or higher	3	CompInfoSys 1010
English	3 or higher	6	Engl 1010-1020
History:			
Western Civ.	3 or higher	6	Hist 1010-1020
American	3 or higher	6	Hist 2010-2020
American Govt.	4 or higher	3	PolSci 1010
Comp. Govt. & Pol.	4 or higher	3	PolSci 1020
French	3 or higher	6	French 2010-2020
Spanish	4 or higher	6	Spanish 2010-2020
German	3 or higher	6	German 2010-2020
Music	3 or higher	6	Music 1100-1110
Physics	4 or higher	4	Physics 2110

**College-Level Examination Program (CLEP):** Credit is awarded for acceptable scores on certain general and subject area examinations of the College Level Examination Program (CLEP) according to institutional standards. Transfer students must have copies of CLEP scores sent by the CLEP Testing Center to Hiwassee for evaluation. For subject exams, a minimum score of 50 is required, and in some areas a written essay is required in addition to the subject examination. Examples of courses for which credit may be obtained through the CLEP Program include:

CLEP SUBJECT EXAM	HOURS CREDIT	HIWASSEE CREDIT
Biology	8	Biol 1010-1020
College Algebra	3	Math 1130
General Chemistry	8	Chem 1110-1120
Freshman Composition	3	Engl 1020
English Literature	3	Engl 2010
American Literature	3	Engl 2110
Western Civilization I	3	Hist 1010
Western Civilization II	3	Hist 1020
American History I	3	Hist 2010
American History II	3	Hist 2020

## ADMISSION PROCESS

In order to apply for admission, students must complete the following:

1. Complete the Application for Admission.
2. Submit an official copy of the high school transcript. Transfer students must submit official transcripts of all postsecondary institutions attended. Applicants for readmission must submit official transcripts from all postsecondary institutions attended since leaving Hiwassee.
3. Submit the results of either the ACT or SAT exam.

All materials must be sent to the Office of Admissions.

### SPECIAL NOTES:

1. All applicants are encouraged to apply early for admission. Applicants for the fall semester should apply by August 1st, applicants for the spring semester should apply by December 15th, and applicants for the summer terms should apply by May 1st.
2. An applicant's file is not complete until all documents have been submitted.
  - For freshmen applicants, a final high school transcript showing the graduation date.
  - For transfer applicants, official transcripts from each post-secondary institution attended.
  - For readmission applicants, official transcripts from all post-secondary institutions attended since leaving Hiwassee.
  - For GED applicants, official copies of the GED scores.
3. The College reserves the right to admit or deny admission to any applicant based on the College's established policies and standards.
4. Upon acceptance to Hiwassee College, each student is required to submit a pre-enrollment deposit. Resident students are to submit a deposit of \$150.00. Commuter students are to submit a deposit of \$100.00. For all students, the entire deposit will be applied toward the student's account as an advance payment on the first semester's cost. Pre-enrollment deposits are due within 30 days of the date of acceptance. Please make checks payable to Hiwassee College. The pre-enrollment deposit is refundable until July 1st for the fall semester, December 1st for the spring semester, and May 1st for summer sessions I & II.

For further information or assistance, contact the:

Office of Admissions  
 Hiwassee College  
 225 Hiwassee College Drive  
 Madisonville, TN 37354

Toll Free: (800) 356-2187  
 Local: (423) 420-1212  
 Fax: (423) 442-8521  
 E-mail: [enroll@hiwassee.edu](mailto:enroll@hiwassee.edu)

## FINANCIAL ASSISTANCE

### FINANCIAL AID PHILOSOPHY

Founded in 1849, Hiwassee College has established itself as one of the South's premier liberal arts colleges. Hiwassee was built on the philosophy that all students should be offered the opportunity to pursue an educational program at the college of their choice. Further, that choice should not be made solely on financial considerations.



## **24 ADMISSIONS AND FINANCIAL AID**

The cost of tuition at a private college is typically higher than a state institution. However, Hiwassee College is one of the most economically competitive private institutions in the nation. This makes the high quality educational experience that our students receive very attractive in today's marketplace.

Hiwassee College is committed to assisting each student in securing all available resources in financial aid funding. While the primary responsibility for meeting educational expenses lies with the student and the family, the College works to provide the additional resources that will make college costs manageable. Our goal is to provide an exceptional educational experience at an affordable cost to the student and the family.

### **FINANCIAL AID APPLICATION PROCEDURES**

In order to be considered for financial assistance at Hiwassee College, the student must:

1. Apply for admission to Hiwassee College.
2. Complete and submit the Hiwassee College Application for Financial Aid with copies of your, and, if applicable, your parents' most recent year income tax return.
3. Complete any applicable scholarship applications; e.g., Academic, Music, Drama, etc.
4. Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on line using FAFSA on the Web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). FAFSA on the Web is a free U.S. Department of Education web site. FAFSA on the Web submits the application data directly to the U.S. Department of Education's Central Processing System (CPS). The federal school code for Hiwassee College is 003494.

#### **STUDENTS IN DEFAULT OR OWING REPAYMENT OF TITLE IV FUNDS**

Any student identified through the National Student Loan Data System (NSLDS) as being in default on a Title IV loan or who owes a repayment on Title IV funds will not be eligible for federal, state, or institutional assistance at Hiwassee College. If the college has knowledge of such information, the Financial Aid Office will contact the student via written communication and / or telephone informing the student of the information received. The student will be provided information on the process of clearing the discrepancies

## **TYPES OF FINANCIAL AID**

### **GRANT PROGRAMS**

#### **Federal Pell Grant**

This grant is available to undergraduate students. The amount each student might receive is determined by the information provided on the Free Application for Federal Student Aid and the cost of attendance at the college you attend. The maximum award on the Federal Pell Grant for 2011-2012 is \$5,550.00. This is a grant and does not have to be repaid.

#### **Federal Supplemental Educational Opportunity Grant**

Undergraduate students with exceptional financial need are eligible for this grant. Students with the lowest expected family contribution and those who receive Pell Grants receive priority consideration for this program. Grants vary between \$100.00 and \$4,000.00 depending on the level of financial need. This is a grant and does not have to be repaid.

#### **Tennessee Student Assistance Award (TSAA)**

The Tennessee Student Assistance Award Program is a state-funded grant program. Students must demonstrate need and be a Tennessee resident attending college in Tennessee. Tennessee Student Assistance Awards are made to pending the availability of funds from the Tennessee Student Assistance Corporation. Award amounts for the TSAA's will vary according to the expected family contribution and



the institution's cost of tuition and mandatory fees. The Free Application for Federal Student Aid must be filed annually in order for the student to be considered for a TSAA. This is a grant program and does not have to be repaid.

TSAA applications received by March 1 will receive priority consideration. However, funds for TSAA awards may be depleted earlier, depending on the funding provided for this program by the State Legislature.

### **Tennessee Educational Lottery Scholarship (HOPE)**

Students must meet the following requirements:

- Entering freshmen must have a minimum of a 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests OR
- Overall weighted minimum 3.0 grade point average (GPA)
- Home School graduates – minimum 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests
- GED Applicants – minimum 525 and 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests
- If a student ceases to be eligible for HOPE, except for GAMS and HOPE Access Grant, the student may regain HOPE, one-time only.
- ACT/SAT exams must be taken prior to the first day of college enrollment.

Additional information regarding scholarship opportunities through the State of Tennessee can be found at [www.collegepaystn.com](http://www.collegepaystn.com).

## **STUDENT EMPLOYMENT OPPORTUNITIES**

The College Work-Study Programs of the College offer students the opportunity to have on-campus employment. Various work assignments are available to students. Hiwassee College attempts to place students in work assignments that will complement their educational experience with practical work experiences. To be considered for student employment the student must complete an Application for Student Employment. This application can be obtained by contacting the Financial Aid Office of the College.

### **Federal College Work-Study Program (FCWSP)**

The Federal College Work-Study Program provides employment opportunities for students with financial need, allowing them to earn money to help pay educational expenses. The rate of pay for the FCWSP will be at least the current federal minimum wage. The amount of the federal work-study award depends on the application date, the level of need and the funding level for FCWSP funds at the college

**Hiwassee Work-Study Program (HWSP):** The Hiwassee Work-Study Program is available to students without regard to financial need. All students seeking employment are eligible for consideration for on-campus job placement through this program. The rate of pay for the HWSP will be at least the current federal minimum wage. The amount of the Hiwassee work-study award and individual work assignments will be made based on the student's skills, specific needs of the institution, and the availability of funds.

## **LOAN PROGRAMS**

### **Federal Direct Loan**

The Federal Direct Loan can be awarded on the basis of financial need ("subsidized" – federal government pays the interest while the student is enrolled) or awarded when no financial need is demonstrated ("Unsubsidized" – interest accrues while the student is enrolled). A first year student may borrow up to \$3,500.00. A second year student may borrow up to \$4,500.00. Third year and beyond are eligible to borrow \$5,500.00.

The Federal Direct is a loan and must be repaid. Repayment and interest (6.8 percent) begin 6 months after the student ceases to be enrolled on at least a half-time basis. Application procedures for the Federal Direct Loan Program can be found at [StudentLoans.gov](http://StudentLoans.gov)

### **Federal Direct Parent's Loan Program (PLUS)**

PLUS Loans are available to meet student's educational costs. Parents who have acceptable credit history can borrow a PLUS Loan to pay the expenses of a child who is a dependent student enrolled at least half time in an eligible program at an eligible school.

The annual limit on a PLUS Loan is equal to the student's cost of attendance minus any other financial aid that may be received. For example, if the cost of attendance is \$10,000 and the student receives \$6,000 in other financial assistance, the parents can borrow up to \$4,000.

The interest rate on a PLUS Loan is 8.5 percent. The parents will be notified of interest rate changes throughout the life of the loan. Interest is charged on the loan from the date of the first disbursement until the loan is repaid.

Usually, the first payment is due within 60 days after the final loan disbursement for the year. There is no grace period for the PLUS Loan. Interest begins to accumulate at the time the first disbursement is made, and the parents will begin repaying both the principal and interest while the student is in school. Applications for the Federal PLUS Loan Program can be found at [StudentLoans.gov](http://StudentLoans.gov)

### **ENTRANCE/EXIT LOAN COUNSELING**

Federal regulations require all first-time Federal Direct Loan borrowers to participate in Entrance Loan counseling before receiving the first disbursement of the loan proceeds. That Entrance Loan Counseling session can be completed by accessing the online student loan counseling website at [StudentLoans.gov](http://StudentLoans.gov).

## **INSTITUTIONAL SCHOLARSHIP PROGRAMS**

Hiwassee College recognizes the efforts of individuals by awarding scholarships to eligible students who excel academically as well as those who excel in the performing arts and athletics.

To be considered for scholarship assistance, students must apply for admission, submit academic transcripts of all high school and post high school work attempted, submit scores from the American College Test (ACT) or the Scholastic Aptitude Test (SAT), and submit an application for the scholarship program. Individual scholarships may require additional recommendations or certifications by ministers, teachers, or guidance counselors.

Institutional scholarship recipients must earn a minimum of twelve academic credits per semester with the minimum GPA specific for each scholarship to maintain eligibility for the scholarship in future terms. The student's cumulative GPA will be checked at the end of the second and third semesters to determine eligibility.

Inquiries concerning the scholarship program of the College should be directed to the Office of Admission or the Office of Financial Aid.

**Kefauver Scholars Program:** The Kefauver Scholarship includes full tuition, fees, room, and board. The scholarship will be awarded to an incoming student with plans to enter a career in public service. An essay on political life in America and an interview are also components of the eligibility criteria. The recipient of this most prestigious scholarship is required to live on campus, actively engage in campus life, and is encouraged to participate in the College's Mayfield Honors Program.

**Presidential Honors Scholarship Program:** One full tuition, room, and board scholarship and up to four full tuition scholarships are awarded each year. Minimum requirements for consideration for the Presidential Honors Scholarship are an ACT composite score of 25 (SAT of 1130) and a 3.5 high school GPA. These scholarships are renewable for a second year of study. In order to retain the

scholarship, a 3.25 Hiwassee College GPA is required. Recipients of this esteemed scholarship are required to participate in the College's Mayfield Honors Program.

**Rymer Memorial Scholarship:** The Rymer Memorial Scholarship is a full tuition, need-based scholarship. Minimum requirements for consideration include a 2.5 high school GPA and two written recommendations from a high school guidance counselor, faculty member, or employer. The scholarship is renewable with a 3.0 Hiwassee College GPA.

**Anna McClure Scholars Program:** The Anna McClure Scholarship Program provides scholarships of \$4,500.00 per year to students who have a high school GPA of 3.5 and an ACT composite score of 25. Scholarship recipients must maintain a Hiwassee College GPA of 3.2 to be considered for renewal and must participate in the College's Mayfield Honors Program.

**Wilaldomar Academic Scholarships:** Wilaldomar Academic Scholarships are awarded to students who score a minimum ACT composite of 20 and a high school GPA of 3.0 or more on college preparatory courses. Scholarship awards vary according to the student's ACT and GPA. The scholarship is renewable with a 3.0 Hiwassee College GPA.

**Allison Scholars Program:** Students pursuing a program leading to the ministry or other full-time church vocations are eligible to apply for the Allison Scholars Program. Awards vary up to full tuition. Minimum requirements for consideration are an ACT composite of 18 and a 2.5 high school GPA. To renew the Allison Scholarship, the student must maintain a minimum Hiwassee College GPA of 2.25.

**Leonard and Clyde Smith White Scholarship:** This scholarship is awarded annually to a returning sophomore from Monroe or Roane County. This is a merit scholarship based upon a combination of academic achievement, citizenship, and college, community, and church activities.

**Witt-Parks Scholarship:** This is a need-based award in which preference is given to students who have had their college education interrupted and who would otherwise be unable to attend school because of family expenses or other impediments. Recipients must meet full admission requirements and must maintain a cumulative 2.50 Hiwassee College GPA.

**Divisional/Departmental Scholarships:** Scholarships are available from individual academic divisions and departments for students interested in particular academic programs offered within the division. Awards may vary from \$500.00 to \$1,000.00 or more annually. Eligible students will have a minimum ACT composite of 20 and a high school GPA of 3.0. Scholarships are renewable with a 2.75 Hiwassee College GPA.

## MERIT-BASED (PERFORMANCE) AWARDS

Performance awards include those based upon a student's abilities in such areas as drama, music, creative writing, etc. The amount of the award varies with the area, and while the awards are not based upon academic abilities, all require a minimum of a 1.75 Hiwassee GPA at the end of the first term and a minimum GPA of 2.00 by the end of the second term.

**Morton Creative Writing Scholarships:** Scholarships of up to \$850.00 are given to students with exceptional talent in the areas of literary magazine work and computer expertise in desktop publishing. Students interested in this scholarship must submit a portfolio of creative writing experience as well as a sample of poetry or prose they have written.

**Drama Scholarships:** Awards of \$500.00 to \$2,000.00 per year are available to students with outstanding abilities in the areas of acting, production, or set design/maintenance. All awards are made through competitive auditions. Students interested in scholarships through the Drama Department must present a brief resume of their experience and responsibilities in drama. Additionally, applicants will be asked to participate in a personal interview. Scholarships are renewable for a second year based on satisfactory performance and faculty recommendations.

**Music Scholarships:** Awards of \$500.00 to \$2,500.00 are awarded to exceptional students in the areas of vocal and keyboard music. Students interested in a Music Scholarship must submit a resume highlighting any special honors or recognitions they have received for their musical abilities. All music scholarships will be awarded on the basis of competitive auditions.

**Morton Literary Magazine Scholarship:** An award of up to \$900.00 is given to the student selected to be the student editor of the College literary magazine, The Bat Creek Review. Students interested in this scholarship must submit a sample of their original work with a literary publication and a resume noting relevant experience in producing a literary magazine. Additionally, applicants will be asked to participate in a personal interview.

**Athletic Scholarships:** As a member of the United States Collegiate Athletic Association, Division II (Non-Scholarship), no athletic scholarship offer or award will be made to any student athlete or prospective student athlete, nor will any student athlete be permitted to enroll with the expectation of receiving an athletic scholarship. Student athletes can be considered for other institutional scholarships that are non-athletic. Student athletes seeking assistance from other non-athletic scholarship programs will follow the same process for consideration of such scholarships as any other eligible student enrolled in the College. Decisions concerning non-athletic assistance to student athletes will be made utilizing the same criteria and consideration as would apply to any other eligible student enrolled in the College.

## UNITED METHODIST CHURCH-RELATED ASSISTANCE

Hiwassee College is affiliated with the Holston Conference of the United Methodist Church. Specific scholarship programs are available to students who are members of the United Methodist Church, and additional scholarships are available to students who are members of a United Methodist Church within the Holston Conference. For specific information regarding the scholarships listed, as well as other scholarship opportunities, contact the Financial Aid Office of the College at (423) 420-1221.

**Freshman Church Scholarship:** The Freshman Church Scholarship is available to first time students who are members of a Holston Conference United Methodist Church. The scholarship is valued at \$1,000.00. The pastor of the student's church must complete a Certification of Church Membership. This form can be obtained from the Financial Aid Office or the Admission Office of the College.

**Holston Conference Grants:** The Holston Conference Foundation and the Holston Conference Colleges, Inc. provide grants of up to \$5,000.00. These grants are available to students who are members of a Holston Conference United Methodist Church. Students who demonstrate academic proficiency and financial need are eligible for consideration. To apply, the student should submit a Certification of Church Membership and an Application for Holston Conference Grants to the Financial Aid Office of the College. These forms and applications can be obtained by contacting the Financial Aid Office.

**Minister's Dependent Scholarships:** Dependents of Holston Conference United Methodist ministers or other full-time employees of churches and agencies of Holston Conference are eligible for grants of one-half tuition. These grants are renewable for the second year of study for students who meet the satisfactory academic progress standards relating to institutional scholarships.

**National United Methodist Scholarships:** Scholarship assistance in the amount of \$1,000.00 is available to United Methodist students regardless of their Conference affiliation. The United Methodist Scholarship and Loan Programs are churchwide educational services providing scholarships and loans to help supplement the financial needs of today's students. These programs are administered through the Office of Loans and Scholarships of the General Board of Higher Education and Ministry (BHEM) of the United Methodist Church in Nashville, Tennessee. Complete information regarding scholarship opportunities can be found at the BHEM Web-site at [www.gbhem.org](http://www.gbhem.org).

## MAINTAINING FINANCIAL AID ELIGIBILITY

It is the policy of Hiwassee College to provide financial assistance to eligible students who remain in good academic standing and who are making satisfactory progress toward their degree while receiving such assistance. Students who receive financial assistance must be working toward a degree.

Classes that are remedial in nature will be considered allowable credits in regard to hours attempted per term in determining satisfactory academic progress. Repetition of classes will be permitted providing the student is making measurable qualitative and quantitative progress toward the intended educational program.

NOTE: These policies relate to satisfactory academic progress for financial aid eligibility only and are not to replace or be confused with Hiwassee College's policies regarding academic probation and suspension.

### PROGRESS STANDARDS

A student's satisfactory academic progress for financial aid purposes will be determined by the standards listed below.

Hours Attempted	Cumulative GPA
0 - 23	1.50
24 - 40	1.70
41 - 56	1.90
57 and above	2.00

### FINANCIAL AID PROBATION

Satisfactory academic progress, including the number of hours completed and the cumulative GPA, will be evaluated at the end of each academic year. A student whose academic performance does not meet the minimum standards listed above will be placed on financial aid probation.

During the semester of probation, the student will be eligible to receive financial assistance but must re-establish satisfactory academic progress by the end of that semester in order to continue on financial assistance. To re-establish satisfactory financial aid progress, the student must complete twelve semester hours and earn a minimum GPA of 2.00.

### FINANCIAL AID SUSPENSION

Should a student not re-establish his/her satisfactory academic progress after one semester of financial aid probation, all forms of financial assistance to the student will be suspended.

Any student whose financial assistance has been suspended may re-establish satisfactory financial aid progress by completing, without the benefit of financial assistance, twelve semester hours while earning a GPA of 2.00 or more.

Any student who receives a 0.0 GPA for the semester because of grades of F will be suspended from participation in all financial aid programs without a probationary period. The student may be reinstated on financial aid by earning twelve semester hours or by filing a successful appeal of the financial aid suspension.

### FINANCIAL AID APPEALS

Any financial aid suspension may be appealed to the Financial Aid Office. This written appeal must explain why the satisfactory academic progress standard was not maintained and must prove extenuating circumstances in order for the appeal to be honored. Any supporting documents must be presented at the time the written appeal is filed. Acceptable reasons for an appeal include:

## **30 ADMISSIONS AND FINANCIAL AID**

- Serious illness or accident on part of the student.
- Death, accident or serious illness in the immediate family.
- Financial difficulties forcing incomplete or premature withdrawal from the college.
- Other extenuating circumstances directly affecting academic performance.

Any student whose appeal is granted will be placed on financial aid probation for the following semester. Failure to maintain satisfactory progress at the end of that semester will again result in the suspension of financial aid.

### **FINANCIAL AID FRESH START**

Financial Aid Fresh Start (FAFS) is a program that enables students who have lost eligibility for federal, state, or institutional financial assistance funds due to poor academic performance, to regain eligibility for such assistance. This program is designed to assist students by allowing access to financial assistance thus enabling them to return to a college educational program.

### **LOSS OF INSTITUTIONAL ASSISTANCE**

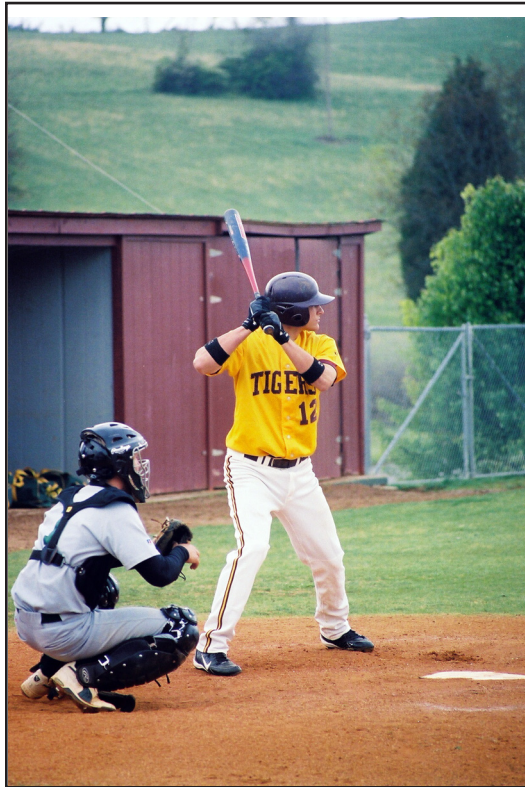
As an institution of higher learning related to the United Methodist Church, Hiwassee College strives to provide an atmosphere of living and learning based upon faith and responsibility in a Christian community. It is expected, therefore, that students who elect to attend Hiwassee College do so with serious purpose, high ideals, a strong desire for an education, and Christian standards that allow them to live in harmony with the campus fellowship of faculty and students.

An integral component of a student's educational program at Hiwassee College is Public Programs. All full-time students are required to attend Public Programs, which carry a maximum of two hours credit toward graduation for the associate degree and four hours for the baccalaureate degree. The Public Program grade for each semester is determined by attendance.

At the end of each semester, the grades earned in Public Programs will be reviewed. Those students who receive a grade of "F" in Public Programs will forfeit all Institutional Grants, Scholarships and Work Programs for the following semester. Students may re-establish eligibility to participate in the Institutional Grant, Scholarship and Work Programs by earning a grade of "A" in Public Programs for the semester for which there was no Institutional Assistance awarded.

### **WITHDRAWAL FROM THE COLLEGE**

Hiwassee College considers the act of registering for class(es) as the intention of the student to be enrolled at the College. Should a student decide to take fewer hours than was originally registered for, or to completely withdraw from all classes, he/she must officially withdraw through the Registrar's Office. If the student stops attending classes without officially withdrawing, ability to receive financial aid in the future could be placed in jeopardy. The official withdrawal date will be determined by the Registrar's Office. Refunds and/or repayments of institutional assistance will be made in accordance with the Refund Policy of the College.



**STUDENT LIFE**



## STUDENT ACTIVITIES AND SERVICES

Hiwassee College is dedicated to the task of bringing a richer and fuller life to the students it serves. To meet the social, intellectual, spiritual, emotional, and physical needs of the students, the College sponsors activities in travel, music, drama, clubs and organizations, and intercollegiate and intramural athletics.

Counselors, advisers, student affairs personnel, and the College Chaplain are available to help students work through vocational, academic, and personal problems. Chapel and assembly programs expose students to various expressions of the Christian faith and talented individuals from all parts of the country. The College cooperates with the students in providing activities that will best meet the needs of the entire student body.

### CULTURAL AND FINE ARTS ACTIVITIES

Hiwassee College advocates educating the total person. To assist in fulfilling this objective, the College offers to the students, faculty, and the community many cultural and fine arts presentations such as lectures, concerts, and recitals. These presentations are made by college personnel or persons from the immediate area and state. The College also brings to the campus people of national and international prominence through Monroe Area Council for the Arts.

In addition, the College maintains an active and highly regarded performing arts program that provides many opportunities for student involvement in music and drama. All students are invited to participate in as many of these activities as their interests, talents, and time will permit. Students who own musical instruments should bring them to campus. There are talent shows and other opportunities for solo or small group participation throughout the year.

Special groups within the music program include the Hiwassee College Chorale, Shalom, and other ensembles, which perform several times during the year both on and off campus.

Theatre Hiwassee is designed to involve students in as many aspects of drama as possible: acting, directing, scenery, lighting, make-up, play writing, and even audience development—on stage and off. Theatre Hiwassee presents two or three performances each year, one of which may be a musical production.

The Bat Creek Review, the College's literary magazine, publishes short stories, poetry, and art by students, faculty, staff, and alumni. The English faculty urge students interested in writing and literature to join the magazine staff, which, like the yearbook and newspaper, can be taken as a one hour credit course.

### ATHLETICS

Hiwassee College maintains several intercollegiate athletic teams for both men's and women's sports. These include men's basketball, baseball, soccer, golf, and cross-country; and women's softball, basketball, soccer, golf, cross-country, and volleyball. The College is a member of the United States Collegiate Athletic Association (USCAA) and abides by its regulations in all respects. In addition, the College maintains a comprehensive intramural program for all students. All athletics are under the direct supervision of the College.

### ASSEMBLY PROGRAMS

Assembly programs are held periodically during the semester and are under the direction of the Dean of Students and the Vice President and Academic Dean. Each full-time student is required to attend both chapel and assembly unless absent because of illness or because he/she has received an excuse in advance from the appropriate college official.

### PUBLIC SAFETY AND CAMPUS SECURITY

For public and individual safety, security is provided on campus during the evening hours. Security makes a special effort to provide assistance to students and guests on campus, secure buildings, and



resolve any difficulties that might arise. Students should carry their I.D. cards and be prepared to present the card to security officers or other members of the Hiwassee College staff upon request.

## **STUDENT VEHICLES AND PARKING**

All student vehicles must be registered with the Office of Student Development. In addition, a parking permit must be displayed on the rear view mirror of the vehicle at all times. The speed limit on campus is 25 MPH. Violations of traffic or parking regulations will result in citations and fines. Policies are outlined in the Student Handbook.

## **HEALTH SERVICES**

Hiwassee College provides part-time health services for all students. The medical clinic is operated by a licensed nurse practitioner and is open two half-days each week. Services include medical diagnosis, prescriptions, and minor emergency care. For serious problems, services are available at CHOTA Family Practice Associates, Sequoyah Medical Clinic, Sweetwater Hospital, or Blount Memorial Hospital.

## **COUNSELING**

Counseling services are readily available to students on campus whether for academic, vocational, spiritual, or psychological needs. In addition to faculty advisers who specialize in academic advising, the College also has a chaplain and part-time counselor available to work with students who may have personal problems. These trained individuals maintain high ethical standards and approach all sessions from a Christian perspective.

Hiwassee College also has an agreement with a local mental health center to provide short term counseling as needed for students. Referral of students for this program is made by the campus coordinator of counseling. As a part of this service, the first five visits are free of charge; afterwards, any costs become the responsibility of the student.

## **ACCOMMODATION OF DIFFERENTLY ABLED STUDENTS**

In compliance with the Americans with Disabilities Act, Hiwassee College strives to assist differently abled students to reach their full potential. As part of this effort, the College stands ready to provide, where possible, special accommodations to students with needs. Students also must understand that they will be expected to perform satisfactorily in their academic pursuits and will not simply be passed in their courses because they are differently abled.

Differently abled students who need or desire special accommodations within classes or their overall curriculum are expected to take the initiative in making the Academic Dean and appropriate faculty members aware of such need. The College is not responsible if no request for special accommodation has been made.

## **STUDENT INSURANCE**

All students are required to have health insurance. If a student is not covered by his/her family policy, an adequate insurance policy is available at a nominal charge. However, students are asked to read the brochure carefully to be sure they understand what coverage is available and the costs involved. Health insurance brochures are available to students during registration and in the Student Development Office. All international students are required to take the Hiwassee Health Insurance or provide proof that they are covered by an international policy.

Hiwassee College institutional insurance is not designed to cover personal effects or students' belongings. The institutional property insurance will not replace personal belongings in the event of fire, theft, etc. Students should consult their family homeowner or tenants' policy to determine coverage. If the family policy provides no such coverage, and if coverage is desired, the student should purchase personal effects coverage.

## **STUDENT DISCIPLINE**

### **RULES AND LIFESTYLE EXPECTATIONS**

Hiwassee College seeks to provide a setting that promotes proper morals and ethics. Thus, students are expected to uphold Christian attitudes, behaviors, and appearances. The College is committed to educating students through academic excellence in a Christian environment. As such, Hiwassee College attempts to implement equitable rules, developed with the participation of the student body and College administration.

Students are subject to all college and residence hall regulations from the time they arrive on campus, whether they have registered or not. Students are also subject to these rules during semester breaks and holidays.

Hiwassee College students are considered citizens of the local, state, and national governments. As such, they are expected to conduct themselves as law-abiding members of each community at all times. If a student violates any law that adversely affects Hiwassee College's pursuit of its educational objectives, the College may enforce its own regulations regardless of any proceedings instituted by other authorities.

A student handbook is distributed at the beginning of each semester. It is the responsibility of each student to obtain a copy of the handbook and become familiar with the rules, regulations, and policies stated within.

### **DRUG AND ALCOHOL STATEMENT**

The possession, use, or distribution of alcoholic beverages or contraband drugs by students of Hiwassee College is strictly prohibited on campus and at all college-related or college-sponsored activities whether they are held on campus or at other locations.

Hiwassee College cooperates fully with all law enforcement agencies in the detection, investigation, and prosecution of the distribution and/or sale of contraband drugs and controlled substances. According to state and federal laws, students may be prosecuted for possession, distribution, and/or sale of contraband drugs whether it occurs on or off campus.

The use, possession, and/or sale of illegal drugs either on or off campus is unacceptable and will result in immediate disciplinary action by Hiwassee College.

### **SEXUAL HARASSMENT POLICY**

Hiwassee College reaffirms the principle that its students, faculty, and employees have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply sexually, or to create a sexually intimidating, hostile or offensive working or educational environment.

Any member of the College community who experiences sexual harassment should seek assistance. The Academic Dean and/or the Dean of Students are available to provide help and advice. In the event that the problem cannot be resolved on an informal basis, the Academic Dean and/or the Dean of Students will assist in taking the matter through the College procedure as outlined in the Faculty Handbook and the Student Handbook.

Any individual who feels that a sexual harassment complaint did not receive prompt and equitable response should contact the President. The Sexual Harassment Policy is stated in the Faculty and Student Handbooks and is available in the Academic Dean's office upon request.

## HONORS DAY

One of the major events of the academic year is the Honors Day Program. During this program the College recognizes student achievement, loyalty, leadership, and scholarship. The most prestigious awards include:

- Hardwick-Johnston Achievement Award
- Sidney G. Gilbreath Citizenship Award
- Rudy Youell Athletic Award
- Horace N. Barker Leadership Award
- Horace N. Barker Service Award
- J.H. Brunner Honors Award

## CAMPUS ORGANIZATIONS

Campus organizations are developed according to student interest, service, and scholarship. All organizations have a college-approved sponsor and greatly enrich the college experience. Any organized group of students wishing to form a club or organization are encouraged to seek information and criteria on how to become a registered/approved College organization on campus. This information is available in the Student Development Office upon request.

### Interest Clubs or Organizations:

- Ag/FFA Club
- Bat Creek Review (Literary Magazine)
- Cheerleaders
- Chess Club
- Chorale
- Christian Student Movement (CSM)
- Dance Team
- Hiking and Conservation Club
- Hiwassee Yearbook
- Student Military Organization
- Theta Gamma Kappa (Criminal Justice Organization)
- Tiger's Tale (Student Newspaper)

### Honor Society:

- Phi Theta Kappa

### Service Clubs or Organizations:

- Fellowship of Christian Athletes
- Student Government Association

## STUDENT HANDBOOK

A comprehensive student handbook is provided to each student in order that he/she may become familiar with campus activities and with the policies governing student life at the College. Handbooks are available during orientation, registration, and in the Student Development Office.

## RESIDENCE LIFE

Residence hall living is considered to be complementary to classroom learning. A group living experience in College residence halls has a positive effect on a student's development. Interaction with peers, community involvement, and special activities and programs sponsored by the College provide

opportunities for unique learning experiences. All residence halls have telephone/voice-mail service, cable TV access, air conditioning, and employ full-time hall directors.

In keeping with this total living-learning philosophy, all students who are twenty years of age or younger are required to live in College residence halls unless they reside with relatives. Students 21 years of age or older, married students, and/or Veterans who have served at least 180 days of active duty are exempt from this requirement. If no rooms in College residence halls are available, students may be permitted to live in off-campus facilities which have been approved by the Dean of Students. Those living in off-campus housing may, if they so desire, take their meals in the dining hall at the regular semester rate, or they may pay for meals individually at the existing rate.

All international students, unless married and living with their spouse, must reside in the College residence halls and have their meals in the dining hall.

### **CAMPUS DINING SERVICE**

All students who live on campus must participate in the College meal plan. The meal plan is also available to non-resident students. Resident students must pay for meals on a semester basis. Commuting students may elect to do likewise, or may elect to pay on a meal-to-meal basis.

The Rymer Dining Hall provides three meals per day, Monday-Friday, and two meals per day on weekends while school is in session. The food service offers a wide variety of entrees, beverages, desserts, a salad bar, and hot bar. Food is served on an "all you care to eat" basis.



## CHRISTIAN LIFE

## **CHRISTIAN LIFE PHILOSOPHY**

We highlight the Christian Life emphasis at Hiwassee because Christian faith and values are central to the College's existence. Hiwassee has always operated upon the idea that the spiritual life of an individual must not be neglected in the process of education -- that the disciplines of education and the call to discipleship must be kept together. Therefore, the College continually strives to maintain its Christian distinctiveness and to integrate academic excellence and a vital spiritual experience for our students. In this setting, students can grow intellectually and spiritually. Keeping these emphases together, the faculty and administration hope our students will graduate from Hiwassee prepared to make a difference in their world as productive citizens and faithful Christian disciples.

The Chaplain is appointed by the Bishop of the Holston Annual Conference of the United Methodist Church to serve on Hiwassee College's campus. The religious life program is directed by the Chaplain of the College whose offices are located in the Barker Learning Center. The Chaplain is supported and assisted by the Christian Life Committee whose membership includes faculty, staff, a local pastor, Chair of the Humanities Division, and Christian student leaders. Other Christian organizations on campus are the Fellowship of Christian Athletes and the Allison Bible Study conducted in the residence halls. All Christian activities and programs on or off the campus of Hiwassee College are coordinated through the Chaplain's Office and the Christian Life Committee and are subject to the Chaplain's approval.

## **CHAPEL SERVICES**

Each Wednesday at 10:00 a.m., a service of worship is held in the Buckner Memorial Chapel. On these occasions the Chaplain, guest speakers of various denominations, faculty members, or students present programs. A variety of choruses, slides, film clips, and multimedia is utilized to enhance the Chapel services. The services may include drama, music, preaching, and student Christian witness. Attendance is required of all full-time students.

## **CHRISTIAN STUDENT MOVEMENT**

The Christian Student Movement (CSM) is the central and main Christian organization on campus and sponsors a variety of activities and events for the student body. No other organized group will supercede or take the place of the Christian Student Movement. Each student at Hiwassee College is considered to be a member regardless of their religious or denominational affiliation. The mission of the CSM is to disciple, bring direction, and deepen the spiritual life for each student. The main activity prompted by CSM on campus is a weekly time of fellowship, sharing, and worship. This is held on Wednesday evenings. No other campus activities occur which conflict with this meeting time. In addition to this important weekly time together, CSM sponsors throughout each semester retreats, special trips, activities, mission projects, and the Allison Dorm Bible Study. The Christian Student Movement is part of the Christian life of Hiwassee College and is overseen by the Chaplain and the Christian Life Committee.

## **SPIRITUAL EMPHASIS WEEK**

Early in the Fall and Spring semesters, the Christian Life Committee and Chaplain's Office sponsor three days set aside for spiritual renewal at Hiwassee College. Distinguished Christian personalities, scholars, and artists are utilized during this week to challenge, inspire, and empower the Hiwassee College community to deeper discipleship with Jesus Christ.

## **ALLISON SCHOLARSHIP PROGRAM**

The pre-ministerial and pre-professional church workers and others going into church-related vocations comprise this group. They meet weekly with the Chaplain for Bible study and then conduct a Bible study in the dorm with the students during the same week. The Allison Scholars also are involved in a mission

project each semester as well as a mentoring program with the Chaplain of the College. The scholars are also presented with opportunities for ministry in local and regional congregations. Each scholar is responsible for living a Christian life of holiness, integrity, and being an example to the student body.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

This organization supports the cause of Christ among athletes. The local chapter is for those students who have participated in any type of athletic competition in high school or college and are active supporters of athletics. Anyone who is interested in the spiritual growth experiences and opportunities through FCA is invited to join. This organization participates in campus-wide Christian activities sponsored by the Christian life program and the Chaplain's Office. The Fellowship of Christian Athletes is part of the Christian life of Hiwassee College and is overseen by the Chaplain and the Christian Life Committee.

### **RELIGIOUS LIFE OFF-CAMPUS**

In addition to the on-campus activities and groups listed above, numerous opportunities exist for off-campus involvement and participation in Christian life. These include speaking to local churches, participating in one or more of the College's musical groups that perform periodically in various churches, summer employment at Holston Conference camps, or participating in various mission efforts sponsored by the College or the United Methodist Church.

Through all of the above offerings, Hiwassee College continues its historic commitment to enabling young men and women to develop to their fullest potential. Vital spirituality and academic integrity go hand-in-hand at the College.





# BUSINESS INFORMATION



## BUSINESS POLICIES

All student expenses for tuition, room, board, and other applicable fees are due and payable at the time of registration each semester. Students may subtract the amount of all scholarships, grants, and loans they have been awarded for the semester from the total costs to be paid at registration. Payment of expenses may be made in cash, by check, money order, or credit card, or through an installment plan. To assist in making costs more affordable, Hiwassee College is pleased to allow students to spread their educational expenses over monthly installments. Information is available through the College's Business Office. Checks or money orders should be made payable to Hiwassee College.

All students who do not pay their expenses at the time of registration will be charged a \$40.00 administrative processing fee. Regardless of the method of payment, all expenses must be paid prior to the final examination period. Students who have not met all financial obligations will not be allowed to receive a diploma or a transcript until their accounts with the College have been settled. Any student who has questions or problems concerning business transactions should contact the Business Office.

## EDUCATIONAL EXPENSES

### 2011-2012 TUITION AND FEES

	Annual	Semester
Tuition.....	\$16,500.....	\$8,250
Student Activity Fee.....	\$600 .....	\$300
Technology Fee.....	\$200 .....	\$100
Room Charge.....	\$2,500 .....	\$1,250
Board Charge.....	\$4,500 .....	\$2,250
Part-time/Credit Hour – Daytime Tuition .....		\$690
Part-time/Credit Hour – Evening Tuition .....		\$590
Overload Tuition – Over 18.5 hours.....		\$600
Late Registration Fee .....		\$100
Application Fee .....		\$25
Change of Schedule Fee – per form .....		\$10
Equitation Fee – per credit hour .....		\$250
Audit Course Fee/Credit Hour.....		\$100
Music Fee/Credit Hour.....		\$150
Administrative Processing Fee/Semester.....		\$50
Graduation Fee .....		\$100
Senior Citizens Fee/Credit Hour.....		\$50
Housing Damage Deposit.....		\$150
Pre-Enrollment Deposit.....		\$100

**Full-Time Students:** Tuition and fees for full-time students taking 12-18½ credit hours.

**Part-Time Students:** Tuition per semester credit hour for students taking fewer than 12 semester hours.

**Evening Students:** Students taking only evening courses pay tuition and fees per credit hour.

**Senior Citizens:** Citizens sixty years of age or older may take regular college courses, on a space available basis, for a fee per credit hour plus the cost of books and special fees where applicable. Courses may be taken on either a credit or non-credit basis at the individual's option.

**Overload Tuition:** Students taking more than 18 ½ hours must pay an additional charge per credit hour.

**Pre-enrollment Deposit:** Upon acceptance to Hiwassee, each student is required to submit a pre-enrollment deposit. Until the fee is received the student's class schedule will not be entered into the system which may affect availability of certain classes. This deposit will be applied to the student's balance at registration. Students residing on campus are required to pay an additional key and damage deposit along with the pre-enrollment deposit. This deposit is fully refundable after the dorm room is vacated in satisfactory condition. Refunds will be available upon request approximately one month after room inspection.

**Late Registration Fee:** Students registering after the official registration day are assessed a fee.

**Change of Schedule Fee:** Students who drop or add classes after the official registration date are assessed a fee for each Drop/Add Form processed.

**Music Fees:** Students who take individual voice, piano, or other instrumental lessons are charged an additional fee each semester in addition to the regular tuition fee.

**Equitation Fee:** Students taking certain riding or other classes utilizing college horses will be assessed a fee per credit hour.

**Administrative Processing Fee:** Students who do not pay all expenses at the time of registration will be charged an administrative processing fee for the handling of alternative payment plans.

**Transcript Fee:** Students may request ONE transcript at no charge; however, there will be a charge for each additional request.

**Graduation Fee:** Graduating students are assessed a fee to cover the cost of the diploma, cap and gown, and the costs of other graduation activities.

**Audit Fee:** Students may audit courses for a fee per credit hour. Students who audit classes do not have to take examinations and do not receive a grade in the class although it is recorded as audit on the transcript.

## ROOM EXPENSES

Standard room rates for all residence halls are calculated for double occupancy. Single occupancy of a double room has a higher rate per semester.

## BOARD EXPENSES

All residence hall students are required to participate in the college meal plan. Meals are served in the Rymer Dining Hall throughout the school year, seven days a week, except during vacation periods and/or as specified in the student handbook.

## MISCELLANEOUS CHARGES

**Post Office Box Key:** All resident students are assigned a post office box and issued a key in the campus Post Office at no additional charge. The key is to be returned in usable condition at the end of the year or term. If the post office box key is not returned, a service fee of \$25.00 will be charged.

**Residence Hall Cleaning and/or Damage Charge:** When a student checks out of the residence hall, the room will be inspected for damage and cleanliness. The \$150.00 security deposit will be refunded if the room is in good condition upon leaving. However, if a student's room needs cleaning or incurs any damage during the occupancy, a residence hall damage charge is levied to the student(s) assigned to the room. This charge is based on a schedule of fees listing the type of damage and the

associated charge for restoring the room. This list includes a \$25.00 charge if the room key is not returned in usable condition. In addition, a \$25.00 charge is levied if a room is abandoned without following the proper checkout procedure. If any damages occur in a common use area, including but not limited to lobbies, hallways, stairwells, furniture, bathrooms, and fixtures, a pro-rated assessment may be levied against each student living in the residence hall. In the event fees exceed the security deposit, additional charges will be added to the student's(s') account.

**Residence Hall Room Key Charge:** When a student moves into the residence hall, a room key is issued at no additional charge. The room key is to be returned in usable condition at the end of the year or term. If a student loses or breaks a room key, a replacement key will be issued for a \$25.00 fee.

**Student Insurance:** Expenses for medical treatment must be borne by the student. Accordingly, for the benefit of our students, reasonably priced student accident and sickness insurance is made available through a selected insurer and on terms announced prior to the beginning of each academic year. There is a one time cost for the coverage which is good for the entire academic year. Further information on these health plans can be obtained from the Dean of Students.

**Testing Fees:** The College administers a variety of tests which students may elect or be required to take. The fees for these tests are as follows:

Residual ACT	\$18.00
Credit by Examination	\$40.00
Computer Proficiency Examination Fee	\$10.00

## **BOOKS AND SUPPLIES**

Students should plan to pay for book purchases at registration by cash, check, vouchers, or credit card. Books and supplies may be purchased at the Campus Store. Books for the first semester of the academic year usually will average \$500.00 to \$600.00. Books for subsequent semesters may cost slightly less than those for the first term. The Campus Store may buy back books in good usable condition in quantities depending on the needs anticipated for later semesters. Book buy back periods are announced at the end of each semester. The Campus Store accepts VISA or Mastercard.

## **SUMMER SESSION EXPENSES**

The summer term at Hiwassee consists of a three-week mini-term, a full term of 10 weeks, and two separate five-week terms. Students may register for courses that run the entire term, for both five week terms, for one term only, or any combination. Costs for room and board are prorated according to the length of the term.

## **REFUNDS**

Students who withdraw officially from school, through the Registrar's Office, or who drop one or more classes may be entitled to a refund according to the schedule below. Nonattendance of classes does not constitute an official withdrawal. All refunds are made using the designated registration dates as the basis for determining the amount of the refund.

Refunds due to withdrawals or to students departing the College at the end of the term will be made only after the Business Office has been able to determine that all appropriate charges have been assessed to a student's account. Normally, refund checks will be mailed to the student within one month following formal withdrawal or departure from the College.

TUITION REFUND SCHEDULE

<b>Fall &amp; Spring Semesters</b>	<b>% Refund</b>
Ten or fewer calendar days from the beginning of classes	80%
Between 11 and 17 calendar days from the beginning of classes	60%
Between 18 and 24 calendar days from the beginning of classes	40%
After 24 calendar days from the beginning of classes	No Refund
<b>May Mini-Term</b>	<b>% Refund</b>
Three or fewer calendar days from the beginning of classes	40%
Between four and six calendar days from the beginning of classes	20%
After six calendar days from the beginning of classes	No Refund
<b>Regular Summer Sessions</b>	<b>% Refund</b>
Four or fewer calendar days from the beginning of classes	40%
Between five and 11 calendar days from the beginning of classes	20%
After 11 calendar days from the beginning of classes	No Refund

Note: The beginning of classes is defined as the first official day classes begin for a term as specified by the Academic Calendar. Should a refund deadline fall on a weekend or holiday, the last workday preceding the deadline shall serve as the last day for the refund.

HOUSING AND FOOD SERVICE REFUNDS

Meal costs will be refunded on a pro-rated weekly basis for the semester. No part of residence hall rent, activity, technology, or academic fees is refundable.

CHECK CASHING PRIVILEGES

The Business Office is open from 9:00 a.m. until 4:00 p.m. Monday through Friday. Students may cash personal checks in the Business Office for a maximum amount of \$25.00. A \$25.00 fine will be levied on all "returned checks." The return of a second check will result in an individual's forfeiture of check cashing privileges.



# **ACADEMIC REGULATIONS**

## **PLANNING AN EDUCATIONAL PROGRAM**

Students have the responsibility for selecting the particular educational program they choose to pursue. Faculty and staff are available to advise students in selecting programs and courses. For those students who are unsure of a program or area of study, faculty and staff will assist them in making career choices based upon the students' interests and aptitude. Students who plan to transfer to another institution are encouraged to obtain a copy of that institution's catalog for use in planning their program.

## **ACADEMIC ADVISING**

The faculty and staff of Hiwassee College want every student to have a successful college experience and are committed to providing them the best academic advisement possible.

First time entering freshmen are required to participate in the Freshman Orientation Program, which is offered just prior to fall registration. During Orientation, either during the summer or fall, students will be required to take the COMPASS Test, which will help identify strengths and weaknesses in their prior academic training. Based upon these results, students may be advised or required to take one or more courses designed to enable them to overcome any prior academic deficiencies. As a part of the Orientation Program, students will be placed in a degree program according to the choice indicated on the application for admission, and will be assigned an academic adviser who will work with them in developing a schedule of classes for the term.

Students transferring from another institution of higher learning and those who are not seeking a degree may select or will be assigned an advisor based upon their particular educational goals.

All students are required to meet with an academic adviser before registering for classes. Once a major is selected, students may select an adviser of their choice and are encouraged to meet regularly with him/her throughout their stay at Hiwassee. Effective academic advising is vital to the success of students, and our faculty are well prepared to assist you in this regard; however, the ultimate responsibility for enrolling in appropriate classes lies with the student.

## **REGISTRATION FOR CLASSES**

Registration for classes is scheduled according to the dates indicated in the Academic Calendar. The printed schedule of classes, which is issued prior to the beginning of each academic term, also contains registration information. Students should register on the regular registration days as indicated in the Academic Calendar. New students must also attend Freshman Orientation prior to registration.

Students are not officially enrolled until they: 1) have completed all requirements for admission, 2) have completed all testing required for student placement, and 3) have paid all fees or made satisfactory arrangements with the Business Office for fee payment.

## **LATE REGISTRATION**

Following the regular registration period, students are allowed a period of approximately one week (see Academic Calendar for exact dates) during which they may register late. Students registering late must pay a late registration fee of one hundred dollars (\$100.00), along with special fees for tests that must be given outside the regular registration schedule, and may be counted absent for each class period they have missed.

## **ACADEMIC ENRICHMENT PROGRAM**

The Academic Enrichment Program of the College provides services in developmental education and learning assistance. The program is designed to promote and strengthen learning skills in reading, writing, and mathematics, all of which are basic to college success. Students admitted to the Academic

Enrichment Program are required to undergo placement testing, to take developmental courses in areas where deficiencies are identified, and to make use of the academic support services the College offers.

## **PLACEMENT POLICIES AND PROCEDURES**

In our effort to provide an effective educational program and to improve each student's chances for academic success, the College participates in the COMPASS program, which is designed to assess basic skills levels of each student. Through this program, the College is able to identify the student's academic strengths and weaknesses in reading, writing, and mathematical skills. This information, along with ACT scores and the high school record, are used to advise and place students in courses that help students to develop or improve skills in areas where weaknesses may be identified.

All first-time, degree-seeking students who are admitted to the College through the Academic Enrichment Program are required to participate in developmental courses in those skills areas where significant weaknesses are identified. Students mandated to participate in the Academic Enrichment Program may not delay developmental classes in order to enroll in college-level courses. Students who feel their test results may not be an accurate assessment of their skills levels may appeal their case to the Academic Dean. First-time, degree-seeking students with full admission status, while not mandated to participate in this program, may be strongly advised to take certain developmental classes based upon test results.

## **DEVELOPMENTAL STUDIES COURSES**

Developmental studies courses carry institutional academic credit only and do not count toward meeting graduation requirements; however, these courses do count towards eligibility for financial aid and for participation in intercollegiate athletics. Developmental studies courses are a sound investment in the future for they are designed to provide students with the basic skills necessary for successful completion of college-level classes at Hiwassee. Students with weaknesses or deficiencies in these areas will be less likely to achieve academic success unless they address and overcome these deficiencies.

## **INSTRUCTIONAL SUPPORT SERVICES**

The College maintains an Academic Success Center, located on the second floor of the Barker Learning Center (BLC 106 and 109) and is available to students during daytime and evening hours. The Academic Success Center is open to all students of the College free of charge. It provides computer resources, audio-visual instruction, individual tutoring by request or by assignment, study groups, and a place to study. The Director is responsible for scheduling the use of the Center and provides a schedule of when instructors are available in the Center for individual assistance. The Center's hours are conveniently set to meet the needs of students.

## **REQUIRED COURSES**

In all programs of study at Hiwassee, certain courses are required and others are electives. It is the responsibility of the student to make certain that the program followed includes all the courses required in the chosen curriculum. Faculty advisers are available to assist students in planning their academic work. The College is not responsible for conflicts in schedules that result from a student not taking courses as they are offered during alternate semesters or years, a student accelerating his/her completion of degree requirements, or other circumstances.

## **COURSE LOADS**

The unit of credit awarded by the College is the semester hour. One hour of credit is awarded for each one-hour period that a class meets each week. Exceptions to this rule occur in physical education activity classes and in laboratory courses where one hour of credit is awarded for each two hours of class attendance.



The average semester-hour load for a full-time student varies from 12 to 18 hours per semester. Students who elect to take fewer than 12 hours are classified as part-time students. Students who wish to take more than 18 1/2 hours must have the approval of the Academic Dean and will normally be charged for any extra hours taken.

### **AUDITING COURSES**

With permission of the instructor, a student may enroll in a course as an auditor after being admitted to the College. Auditors do not attempt examinations, do not submit written assignments, do not receive a grade, and do not receive official credit; however, it is recorded as audit on the transcript. A student may not change to audit during the semester after the deadline for withdrawing from a course with a grade of "W."

### **CHANGE OF SCHEDULE**

Following official registration, a student may make adjustments to his/her schedule by adding or dropping courses during the "drop-add" period at the beginning of each semester. All course substitutions of this nature require the approval of the student's academic adviser and the instructor. To make course substitutions, a student must obtain a "Change of Schedule" form from the academic adviser. Instructions to be followed are provided on the form.

Students enrolled in developmental courses will not be allowed to drop these classes unless extenuating circumstances can be shown to exist. Approval must be given by the instructor, the academic adviser, and the Academic Dean.

### **COURSE SUBSTITUTIONS**

Course substitutions within career/vocational curricula require the approval of the student's adviser, the Division Chair, and the Academic Dean. Forms for approval of course substitutions are available in the Office of the Registrar.

### **EXEMPTION AND SUBSTITUTION OF PHYSICAL EDUCATION REQUIREMENT**

Students over the age of 25, or those who are medically or physically disabled, may be exempt from the two-hour physical education requirement. A physician's statement is required for consideration of medical exemption. This statement should be brought to the Office of the Academic Dean. Exemption from the physical education requirement does not reduce the total number of hours required for graduation.

Students who have had prior military service will receive two hours of physical education credit for basic training or its equivalent. To obtain credit, students should submit to the Office of the Registrar a certified copy of either D.D. Form 295 or D.D. Form 214 which indicates a period of continuous active duty for at least 90 days.

### **DISCLAIMER**

Regulations concerning degree requirements are made in good faith as a protection to the student and to the College to ensure a quality education. The College reserves the right to change degree requirements as necessary without notice.

### **CANCELLATION OF CLASSES**

The College reserves the right to cancel classes which do not meet established criteria relating to availability of qualified instructors or sufficient enrollment.



## ACADEMIC CONDUCT

As an institution of higher learning related to the Holston Conference of the United Methodist Church, Hiwassee College strives to provide a campus atmosphere based upon faith and responsibility in a Christian community. Consequently, students who elect to attend Hiwassee College are expected to do so with serious purpose, a strong desire for an education, and Christian standards that allow them to live happily together in a campus fellowship of faculty and students.

The institution has certain basic expectations regarding both social and academic behavior of faculty, staff, and students and expects these to be actively supported within the college community. The foundation for these expectations is based upon a firm understanding of and commitment to the following values: respect for the individual, the importance of truthfulness, intellectual honesty, academic and personal integrity, and respect for the educational process.

Because these values are fundamental to academic and social success within the college community, it is anticipated that each student will make a commitment to these expectations. Consequently, it is expected that a Hiwassee College student will not participate in and will discourage others from any form of behavior that is inappropriate in an academic setting. Furthermore, it is expected that a Hiwassee College student will not participate in and will discourage others from any form of social conduct that is inappropriate or offensive for a church-sponsored college.

Violation of any of these articles could result in the imposition of some form of sanction including suspension or expulsion, depending upon the severity of the offense.

## ACADEMIC DISHONESTY

Violations of academic integrity may result in suspension from the College. Academic misconduct includes, but is not limited to the following:

1. Taking, or attempting to take, steal, or otherwise procure in an unauthorized manner, any material related to the conduct of a class, including, but not limited to tests, examinations, laboratory or other equipment, roll books, and library materials and equipment.
2. Giving or receiving, without prior authorization from the instructor, assistance on an examination or in the preparation of an essay, laboratory report, term paper, or other assignment included in an academic course.
3. Attempting, without prior authorization from the instructor, to sell, give, lend, or otherwise furnish to another student, material which can be shown to contain the questions or answers to an examination scheduled to be given in any course of study offered by the College.
4. Plagiarism on term papers, essays, themes, tests, and other similar required work. Such work must be the work of the student submitting it. When direct quotations or the ideas of another are incorporated in a paper, they must be appropriately marked and documented.
5. Providing false information to a member of the College faculty, staff, or administration with the intent to deceive.
6. Disrupting or obstructing teaching, research, administrative, or other college activities.
7. Forgery, alteration, destruction, or misuse of College documents or records, including changing, deleting, or otherwise altering or misusing the programs, files, hardware, etc. of the College's computing facilities.
8. Unauthorized use of or entry into College facilities and/or unauthorized possession of keys to College facilities.
9. Disorderly conduct or lewd, indecent, or obscene conduct in a class or other academic activity.
10. Failure to comply with directions of College officials acting in the performance of their duties, including refusal to respond to a request to report to a College administrative office, board, committee, or council.

**ACADEMIC GRIEVANCE PROCEDURES**

A student who feels that his or her academic rights have been violated has the right to appeal the action taken. If a student feels that he/she has an academic grievance, the following procedure should be followed in attempting to resolve the matter:

1. The student should first try to resolve the matter through discussions with the faculty member involved and not later than 30 days from the end of the semester in which the grievance occurred.
2. If an agreement or a compromise of the matter is not achieved with the faculty member involved, the student should then direct the grievance to the faculty member's Division Chair who will consult with both the student and the faculty member involved. Should the faculty member involved be the Division Chair, the student should proceed directly to the next step.
3. If the student is still not satisfied that a fair and equitable solution has been reached, the student may direct the grievance to the Vice President and Academic Dean. The Dean will consult with the instructor, the Division Chair, and the student.
4. As a last step, and only after steps 1-3 have been followed, the student may submit a copy of the grievance in writing to the Academic Dean or President and request that a hearing be held by the Academic Grievance Review Committee.

**CLASS ATTENDANCE REGULATIONS**

Hiwassee College believes that class attendance is an integral part of the learning process because the collective interaction of peers and professor enriches the learning experience. Consequently, it is the policy of the College that students must attend all classes.

The responsibility for handling absences rests entirely with the faculty member. At the beginning of each semester, all professors will make a clear statement on their course syllabi of their policies regarding absences and the handling of absences. Instructors are expected to maintain records of class attendance beginning with the first day of class. The College recognizes that students may be compelled to miss class because of illness, death in the immediate family, or official representation of the College. When students are compelled to be absent from class, they should convey the reason for the absence directly to the instructor and do so in advance of the absence if possible. Students are responsible for all missed work and any work approved by the instructor for make-up will be at the convenience of the faculty member as to time, place, and format.

The College considers the act of registering for any course to constitute a commitment on the part of the student to make a mature and responsible effort to succeed. Therefore, any conduct or activity by the student which is detrimental to success or satisfactory performance (excessive absences, tardiness, lack of effort, etc.) or any conduct or activity which is detrimental to the success or best interests of the class as a whole (rude or disruptive behavior, negative influence upon others, etc.) may, at the discretion of the faculty member, result in the removal of the student from class with a grade of "F." The student is guaranteed the right of appeal, and should contact the Academic Dean to initiate such action.

Students who persist in excessive absences from more than one class may be called before the Admissions and Academic Standards Committee and may be suspended. Students suspended from school because of excessive absences shall receive a grade of "F" in all classes.

**WITHDRAWAL FROM CLASSES**

Following the end of the drop/add period, a student may withdraw from class without penalty no later than one week past midterm. Students who withdraw from a class within this time period will receive the grade of "W." After this date, students who withdraw from classes will receive the grade of "WP" or "WF." The last date for withdrawing is two weeks prior to final examinations. After this date, no withdrawals are allowed unless extenuating circumstances exist and can be substantiated. Students who stop attending a class and do not officially withdraw will receive a grade of "F" in the class.

## WITHDRAWAL FROM THE COLLEGE

A student who finds it necessary to discontinue attendance at Hiwassee College must officially withdraw from the College in order to remain in good standing and to be assured of honorable dismissal and/or readmission. A student may withdraw without penalty no later than one week after midterm. In these cases, a grade of "W" will be recorded for each course involved. Students who withdraw after this date, but no later than two weeks prior to final examinations, will receive a grade of "WP" or "WF" for each course involved. Students may not withdraw from the College within the two-week period prior to final examinations.

To withdraw from the College, the student must observe the following withdrawal procedures:

1. Obtain a Withdrawal Form from the Registrar's Office and complete an exit interview.
2. Secure clearance from all offices specified on the Withdrawal Form.
3. Return the completed form to the Registrar's Office.

Withdrawal from the College should be completed in person. If extenuating circumstances exist, a student may request in writing, or by calling the Registrar's Office, that withdrawal procedures be initiated. In such cases, the withdrawal date will be the day that both the exit interview form and the student's I.D. card is received by the College. This date will also constitute the student's last date of attendance with regard to their financial account and for any refunds which might be due.

A student who registers and does not attend class, or who stops attending classes without following the official withdrawal procedures, will be carried on the class roll until the end of the semester and will receive a grade of "F" in all courses. In addition, the student's financial account continues to the end of the semester unless the official withdrawal procedure is followed.

## GRADING SYSTEM

The following grading system is used at Hiwassee College:

<b>Grade</b>	<b>Performance Level</b>	<b>Quality Pts/Credit Hr</b>
A	Superior	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
P	Pass	-
I	Incomplete	-
W	Withdrew	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0.0
FX	Failure, Exam not taken	0.0
AU	Audit	-

Grades are awarded for courses in developmental studies, but do not earn any quality points.

Grades once reported to the Registrar may not be changed except in cases where a clerical error has been made, and the instructor must specify, in writing, the nature of the error.

**GRADE POINT AVERAGE**

The scholastic standing of a student is expressed in terms of the Quality Point Average or QPA, which is commonly called the Grade Point Average or GPA. Quality Points are awarded according to the following scale:

For each credit hour of A	4.0 quality points
For each credit hour of B+	3.5 quality points
For each credit hour of B	3.0 quality points
For each credit hour of C+	2.5 quality points
For each credit hour of C	2.0 quality points
For each credit hour of D	1.0 quality points
For each credit hour of F	0.0 quality points
For each credit hour of WF	0.0 quality points

GPA is determined by dividing the total number of quality points earned by the total number of credit hours attempted, with the exception of credit courses from which the student has officially withdrawn in good standing or for courses in which credits are not considered when computing the GPA (grades of P, AU, WP, developmental course grades).

**INCOMPLETE GRADES**

The temporary “I” or incomplete grade is given to a student when, for unusual reasons acceptable to the instructor and the Division Chair, course requirements cannot be completed during the regular enrollment period. In addition, an incomplete is given only when the student has demonstrated the potential to pass the course once the work is completed. A failing student may not be given an incomplete grade. An excessively heavy course load, outside work activities, or extracurricular activities do not constitute sufficient grounds for an incomplete.

An incomplete grade is computed as a grade of “F” until the course requirements are met to the instructor’s satisfaction. Once given, an incomplete must be removed by the end of the next semester of residence or within six months if the student is not in attendance. If the incomplete is not removed by these dates, it automatically becomes a grade of “F”.

**REPEATED COURSES**

A student who has received a D or F in a course may repeat a course with the intent of improving the grade previously earned. In computing the Grade Point Average where one or more courses have been repeated, only the last grade received in the repeated course or courses will be used. Likewise the hours attempted will be counted only once.

Students may be permitted to repeat a course in which a grade higher than a “D” was earned only with the approval of the Academic Dean. Veterans or other eligible individuals repeating courses for which they have a passing grade (“D” or higher) and for which they have been paid are cautioned not to claim this course a second time for pay.

**GRADE REPORTS**

A report of grades is sent to the student’s parents and the student’s faculty adviser at mid-term as well as at the end of each semester. No grades except final semester grades are permanently recorded on the student’s official transcript.

## STUDENT CLASSIFICATION

To be classified as a full-time student and to room on campus, a student must be enrolled for a minimum of twelve semester hours credit. For administrative purposes, classifications are determined by the number of semester credit hours completed:

Freshman -	0-29
Sophomore -	30-59
Junior -	60-89
Senior -	90+

Non-degree students are classified as special students.

## SCHOLASTIC REQUIREMENTS

### PROBATION AND EXCLUSION

All students, whether regularly enrolled or part-time, are expected to maintain a quality of work necessary for reasonable progress toward graduation. The minimum Grade Point Average (GPA) required to complete the Associate or Baccalaureate Degree programs of the College is 2.0.

The following academic standards are used by the College to determine satisfactory progress towards graduation:

<b>Hours Attempted</b>	<b>Cumulative GPA</b>
0 - 23	1.50
24 - 40	1.70
41 - 56	1.90
57 and above	2.00

Students who fail during any term to achieve the cumulative GPA indicated above for the credit hours attempted will be placed on academic probation for the subsequent semester or term, and this is indicated on the student's transcript.

At the end of the next term of enrollment, a student on academic probation who has failed to achieve the appropriate cumulative GPA or a 2.0 GPA for the term may be suspended for one semester. Students admitted on a provisional or conditional basis are admitted to the College on probation and are subject to academic suspension at the end of their first semester of enrollment if their GPA falls below those stated above for satisfactory academic progress, or any other minimum GPA that was stated as a condition of admission. Any student, regardless of their academic standing or admission status, who receives a GPA of 0.00 for a term will be automatically suspended. The summer session does not count towards meeting the suspension requirements. Each student who is suspended will be notified in writing by the Academic Dean and the suspension is noted on the student's transcript.

Students who are suspended may have the right to appeal their suspension to the Admissions and Academic Standards Committee. The appeal for reinstatement must be made through the Office of Admissions prior to the next registration period. The petition must show definite reason and good cause why such re-enrollment should be permitted, and it will be considered on its own merits. At the discretion of the Committee, the student also may be required to appear at the hearing of his/her case. Students readmitted by the Committee will be continued on probation, must meet any conditions set by the Committee, and are subject to suspension at the end of the term if the academic requirements described above are not met. Failure to meet the conditions established by the Committee will result in immediate suspension.

Students who have been suspended and who later wish to return to Hiwassee College must apply for readmission and are subject to review by the Admissions and Academic Standards Committee. If the Committee grants reinstatement, the student must meet any conditions imposed. These conditions may

include a reduced course load, repeating certain courses, or changing the program of study. Students readmitted will be continued on probation and are subject to suspension at the end of the term if the appropriate academic requirements are not met. Should a student be suspended a second time, they should follow the procedures outlined above for readmission following the one-semester suspension. If a student is suspended for academic reasons a third time, they will not be eligible to re-enter the College for a minimum of five years.

**RECOGNITION OF ACADEMIC EXCELLENCE**

The College utilizes a variety of means for encouraging and recognizing outstanding scholastic achievement by students. Among these are the following:

- 1. **Academic Honors:** The College compiles a list of Academic Honor students at the end of each semester, which includes the following designations.
  - a. **President’s List** - a student qualifies for this honor by achieving a 4.0 semester GPA on a full course load of 12 hours or more.
  - b. **Dean’s List** - a student qualifies for this honor by achieving a 3.5 or better GPA on a full course load of 12 hours or more.
  - c. **Honor’s List** - a student qualifies for this honor by achieving a 3.0 or better GPA on a full course load of 12 hours or more.
- 2. **Honor Graduates:** Students with superior overall grade point averages will graduate with honors as follows:

Summa Cum Laude	3.80 - 4.00
Magna Cum Laude	3.50 - 3.79
Cum Laude	3.20 - 3.49
- 3. **National Dean’s List:** Students qualifying for the President’s List and the Dean’s List each term are nominated for inclusion in this publication.
- 4. **Phi Theta Kappa:** The national honor society for community and junior colleges which stresses academic excellence, leadership, fellowship, and service. Students must earn at least 12 hours toward an associate degree, have achieved a GPA of 3.5 or higher, or 24 hours with a minimum 3.2 GPA, be of good moral character, and possess recognized qualities of citizenship.

**TRANSCRIPTS AND CONFIDENTIALITY OF RECORDS**

Student records are maintained under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, with which the College is in compliance. Transcripts and information from the student’s permanent records, other than directory information, are released only upon the written request of the student or if the student signs a copy of the Transcript Request Form available in the Registrar’s Office. Students who wish to inspect their records may do so by making a request in writing to the Registrar who will arrange for such review within a period of 30 days following the request. Students have the lawful right to challenge the content of their educational record if the record contains any material which the student deems inaccurate or misleading. The challenge must be made in writing to the Academic Dean, and a hearing will be scheduled within 30 days after the request is made.

The Family Educational Right to Privacy Act gives certain rights to parents regarding their student’s educational records until the student reaches the age of 18, or as long as the student is a dependent of the parent on official Federal Income Tax documents. The College assumes that all students under age 22 are income tax dependents of their parents who under the law have access to the student’s records, including grades, attendance, and disciplinary reports. Students under the age of 22 who are not classified as a dependent may deny their parents access to their records by notifying the Registrar in writing of their independent status.

Directory information is considered public information and will be released upon request unless a written request that it not be released is provided to the Registrar within 15 days from the beginning of any period of registration. Directory information includes the following: name, address, telephone number, date of birth, sex, current class schedule, previous schools attended, dates of attendance, major, degrees and awards, participation in activities, organizations and sports, church attendance, and marital status.

Present or former students may receive copies of their academic records, or have them sent to other institutions, by requesting these in writing from the Registrar. Transcript requests will not be honored for any student whose financial account with the College has not been cleared. A transcript request form can be obtained from the College's website at [www.hiwassee.edu](http://www.hiwassee.edu).

## **PROGRAM ASSESSMENT**

Students may be required to complete one or more questionnaires and to take one or more standardized tests to determine general educational achievement as a prerequisite to graduation. The results of such testing will be used to assess overall program effectiveness and to enhance program improvement in the future. Unless required in a particular program, no minimum score or level of achievement is required for graduation or type of degree awarded. Participation may be required of all students, students in certain programs, or those selected on a sample basis.

Failure of students to participate in such testing, without prior approval from the Academic Dean, or who take the test, but perform in a frivolous manner, will be subject to some form of sanction which may include suspension.

Program assessment is also measured through the academic performance and success of Hiwassee graduates at transfer institutions. Every transferring or graduating student is asked to sign a transcript release form so that academic records from other institutions may be released and used for Hiwassee College's continuing assessment of its academic and general education core programs. Any information released to Hiwassee College will be maintained under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.



# ACADEMIC PROGRAMS



## ACADEMIC PROGRAMS

The academic programs of Hiwassee College are administered through seven divisions: Business and Consumer Economics, English and Modern Languages, Health and Physical Education, Humanities and Fine Arts, Science and Mathematics, Social Sciences, and Continuing Education. Information about programs in any of these areas may be obtained by contacting the chair of each division.

### MAYFIELD HONORS PROGRAM

The purpose of the Honors Program is to add depth to undergraduate education by encouraging curiosity and initiative, by developing leadership skills, and by providing opportunities to apply learning to significant projects. The Honors student is expected to exhibit academic excellence, not only in terms of his/her grade point average, but also in his/her willingness to pursue knowledge in various fields other than the chosen major.

The Honors Program is open to all qualified students and is required of all students holding the Presidential, McClure, and Wilaldomar Honors Scholarships. Admission to the Honors Program for entering freshmen requires, as a minimum, an ACT composite score of 24 and a high school GPA of 3.25, along with a commitment to undertake a minimum number of honors courses and an honors seminar each term. Students who do not meet the above requirements but who have ACT scores or a high school GPA within this range will be considered for provisional admission to the program. For currently enrolled students or transfers, a GPA of 3.5 on at least 12 hours of college-level work (i.e., nondevelopmental credits) and two letters of recommendation from faculty members who have worked directly with the student are required for admission to the program. Other program requirements include an Honors research practicum, participation in certain educational/cultural activities each term, and a community service component. Retention in the Honors Program requires a minimum cumulative GPA of 3.25 for the year, with a minimum GPA of 2.80 for any one term.

Students who excel academically should seriously consider the advantages of joining the Honors Program, in terms both of personal development and of enhanced prestige and marketability. An Honors Diploma will be awarded upon completion of program requirements. For further information, contact the Director of the Honors Program or the Office of Admissions for an Honors Program Brochure.

### INTERNATIONAL PROGRAMS

Hiwassee College is a member of the College Consortium for International Studies, a non-profit organization of more than 120 public and private accredited colleges and universities in the United States. Several member institutions sponsor CCIS-approved study abroad programs around the world, ranging in duration from a few weeks to as long as a full academic year. A wide array of curricular options is available and most programs are suitable for students who are not fluent in a foreign language as many courses are taught in English. Classes are held in local institutions where teaching is usually provided by host country faculty. Many of the programs provide the opportunity to live with host families, allowing for maximum cultural exposure. An additional asset of membership in this program is that Hiwassee students have access to scholarship opportunities, open only to members' students.

### ACADEMIC DEGREES AND PROGRAMS OFFERED

The academic programs offered by Hiwassee College can be classified into three basic categories:

1. Baccalaureate Degree Programs for students seeking preparation for graduate study, further professional study, or entry into the job market.

#### **Bachelor of Arts (B.A.) / Bachelor of Science (B.S.)**

Interdisciplinary Liberal Arts (B.A. / B.S.)

Pastoral Studies (B.A.)

Equine Science (B.S.)

Equine Management and Training (B.A.)

2. University Parallel Associate Degree Programs for students who plan to transfer to a senior institution and complete the baccalaureate degree.

**Associate of Arts (A.A.) / Associate of Science (A.S.)**

Allied Health (A.S.)

Liberal Arts (A.A. or A.S.)

Business (A.S. or A.A.)

Music (A.A. or A.S.)

Education (A.S. or A.A.)

Science (A.S.)

3. Career/Vocational Associate Degree Programs for students who plan to enter the workforce after completion of the degree program.

**Associate of Applied Science (A.A.S.)**

Agri-Business Technology (A.A.S.)

Forestry Technology (A.A.S.)

Criminal Justice-Homeland Security (A.A.S.) (Online)

Business-Entrepreneurship (A.A.S.) (Online)

## **GENERAL DEGREE REQUIREMENTS**

All candidates for baccalaureate and associate degrees must fulfill a collection of requirements indicated through the various sections of this catalog. The basic requirements candidates must fulfill include:

1. Completing a minimum of 124 semester credit hours (unless stated otherwise under a given program) for the baccalaureate degree, comprised of courses in the General Education Core Curriculum, courses in the concentration area, and the designated number of elective courses.
2. Completing a minimum of 66 semester credit hours (specific number depends on the program chosen) for the associate degree and completing the General Education Core Curriculum requirements.
3. Completing all course requirements of the declared baccalaureate or associate degree program.
4. Completing the residency requirements for either the associate or baccalaureate degree as described below.
5. Completing, for the baccalaureate degree, a minimum of 39 semester credit hours of 3000/4000-level courses.
6. Achieving a minimum 2.00 cumulative grade-point average (GPA) for all coursework.
7. Obtaining official certification for graduation verified by the assigned academic adviser and the College Registrar. (See Statement of Intent to Graduate below.)
8. Participating in the Commencement ceremony.
9. Participating in all outcomes assessment testing and activities when requested.

Students may be required to complete one or more questionnaires and to take one or more standardized tests to determine general educational achievement as a prerequisite to graduation. Students who do not participate in such testing without prior approval from the Vice President and Academic Dean or who take the test but perform in a frivolous manner will be subject to some form of sanction which may include suspension.

Additional requirements may appear explicitly or implicitly in policy, procedural, and program statements throughout this and other sections of the catalog and on the website.

## RESIDENCY REQUIREMENTS

To meet the residency requirements for the associate and baccalaureate degrees, a student must complete 30 of the last 36 hours in residence at Hiwassee College. Waiver of last hours in residence may be approved for valid reasons (such as military service) provided a minimum of 30 hours have been completed at the College.

## TRANSFER CREDIT POLICY FOR CURRENTLY ENROLLED STUDENTS

It is College policy that students enrolled in a program on the Hiwassee College campus may not take courses at other institutions and transfer the hours to Hiwassee as part of a degree program without first obtaining from the Office of the Academic Dean both permission to attend another institution and the approval of the specific courses to be taken. The policy for initial transfer of credits upon admission is found on pages 18-19.

## GRADE POINT REQUIREMENTS

Any student receiving a degree from Hiwassee College must present a minimum Grade Point Average of 2.0 on all college work attempted. Students transferring to Hiwassee College from another institution will be given all quality points to which their transferred grades may entitle them according to the transfer evaluation policy of Hiwassee. Credit earned by correspondence from another institution is considered transfer credit.

## STATEMENT OF INTENT TO GRADUATE

All students who plan to graduate from Hiwassee College are required to file a Statement of Intent to Graduate form with the Registrar's Office. The Statement of Intent should be filed prior to the last semester of residence and must include the curriculum and the catalog under which the student expects to graduate. In this manner the record can then be checked according to the student's specifications for completion of degree requirements.

A student may complete degree requirements in May, August, or December, but graduation is held annually only in May. A student must be present for commencement exercises in order to receive a diploma since no degree is awarded in absentia.

## GENERAL EDUCATION GOALS

Fundamental to the College's stated purpose of providing an integrated, balanced, and sound academic program is the requirement of a core of courses that leads students to develop the skills, knowledge, and sensitivities required for continued academic success and for a fuller and more satisfying life. Accordingly, the goals of the core curriculum are to lead a student to:

1. Utilize effective communication skills, including reading, writing, listening, and speaking.
2. Be aware of the interrelationships of the humanities and fine arts to life.
3. Value the dignity and worth of the individual, make relative judgments, and differentiate among spiritual values.
4. Think logically; analyze and solve a variety of scientific, mathematical, social, and personal problems.
5. Understand the nature of social organizations, one's cultural heritage, and the privileges and responsibilities of democratic citizenship.
6. Examine some of the basic ideas of science and technology and the roles each has in a changing society.
7. Acquire knowledge and skills that promote personal well-being.

## **COMPETENCY REQUIREMENTS**

All graduates of Hiwassee College are required to demonstrate competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Competency in each area is defined below along with the requirement to be met in order to demonstrate competency.

### **COMPETENCY IN READING**

Each graduate of Hiwassee College is expected to be able to demonstrate a satisfactory level of proficiency in reading English. Competency in reading is defined as the ability to:

1. Negotiate a college level textbook—including the ability to locate, identify, and analyze main points, inferred meaning, and other consequential information;
2. Understand and apply critical reading techniques (analysis, inference, synthesis, evaluation, etc.) to various selections from across the curriculum;
3. Differentiate between “fact” and “opinion” and the subtleties therein;
4. Apply knowledge from other disciplines to any given text to further its intelligibility.

Successful demonstration of competency may be affected by: displaying the requisite skills on the COMPASS placement and diagnostic test, or passing in sequential order, with a minimum grade of “C,” any developmental reading courses indicated by the COMPASS; or successfully completing both English 1010 and 1020 with a grade of “C” or better.

### **COMPETENCY IN WRITING**

Each graduate of Hiwassee College is expected to be able to demonstrate a satisfactory level of proficiency in written English. Competency in writing is defined in the following statement:

The writer can develop a main idea with sufficient explanation, using a structure that exhibits a clear introduction, body, and conclusion and language free from any persistent pattern of grammatical, spelling, and punctuation mistakes.

The adequate attainment of these skills can be demonstrated by completing both English 1010 and 1020 with a grade of “C” or better.

### **COMPETENCY IN ORAL COMMUNICATION**

Each graduate of Hiwassee College is expected to be able to demonstrate a satisfactory level of proficiency in oral communication. Competency in oral communication is defined as the ability to deliver a timed oral presentation in which the individual exhibits the following:

1. The ability to get an audience’s appropriate attention and introduce a basic thesis or premise, as well as provide ample logical explanations to support the thesis and main points;
2. The ability to use correct grammar, pronunciation, volume and tone of voice as necessary;
3. The ability to establish appropriate eye contact, gestures, and mannerisms as necessary;
4. The ability to make the presentation without relying heavily on the written page.

Competency in oral communication can be demonstrated by taking Communication 2120 (Oral Communication) or Theatre 1020 (Fundamentals of Acting) and passing with a grade of “C” or better.

### **COMPETENCY IN MATHEMATICS**

Each graduate of Hiwassee College is expected to be able to demonstrate a satisfactory level of proficiency in mathematics. Competency in mathematics is defined as the ability to function proficiently at or above the mathematics level required within the selected curriculum. For students who are enrolled

in a University Parallel Program, the minimal requirement typically is College Algebra (Math 1130), but depending upon the anticipated major, the requirement may be Fundamental Concepts of Mathematics (1010). For Career-Oriented Programs, the minimal requirements vary with the program, but typically involve Math 1010 for the online A.A.S. programs or Technical Mathematics (Math 1000) for the Forestry Technology and AgriBusiness programs.

**Proficiency in College Algebra is defined as:**

1. The ability to compute with exponents and radicals;
2. A working knowledge of factoring techniques;
3. A demonstrated ability to solve quadratic equations using various methods (including applications and problem solving);
4. A fundamental understanding of graphing of rational functions;
5. A working knowledge of exponential and logarithmic functions (including applications); and
6. A fundamental understanding of basic trigonometry.

Satisfactory demonstration of competency can be achieved by completion of Mathematics 1110 (College Algebra) or a higher-level mathematics course with a minimum grade of "C" or better.

**Proficiency in Fundamentals of Mathematics is defined as:**

1. The development of critical thinking skills;
2. A knowledge of set theory including applications;
3. A demonstrated ability to solve problems in logical reasoning;
4. A fundamental understanding of other systems of numeration;
5. An understanding of number theory;
6. An understanding of the real number system.

Satisfactory demonstration of competency can be achieved by completion of Mathematics 1010 (Fundamental Concepts of Mathematics) or a higher-level mathematics course with a minimum grade of "C" or better.

**Proficiency in Technical Mathematics is defined as:**

1. A demonstrated ability to interpret and solve problems involving right, isosceles, and similar triangles, and circular trigonometry;
2. A working knowledge of the use of degrees and radians;
3. A fundamental understanding of the laws of sine and cosine;
4. A fundamental understanding of linear algebraic equations.

Satisfactory demonstration of competency can be achieved by completion of Mathematics 1000 or 1005 (Technical Mathematics) or a higher-level mathematics course with a minimum grade of "C" or better.

## **COMPUTER LITERACY REQUIREMENT**

Each graduate is required to demonstrate a satisfactory level of computer literacy. Computer literacy is defined as:

1. A fundamental understanding of computer operating systems that includes the ability to manage files;
2. A basic command of word processing software that includes the ability to create, format and edit text;
3. An understanding of spreadsheet fundamentals that includes the ability to create a graph and manipulate both formulas and other information contained within cells;

- 4. A working knowledge of current Internet browser software and the ability to demonstrate effective use of e-mail and access to on-line library resources.

The satisfactory completion of this requirement may be accomplished in one of two ways: 1) take CIS 1100 (Foundations of Information Technology) or CIS 1020 (Applications of Business Software) and pass with a grade of "C" or better; or 2) take the computer proficiency examination and pass with a score of 70% or better. There is a \$10.00 examination fee.

**BACCALAUREATE DEGREE PROGRAMS**

Baccalaureate programs of study are those providing a four-year college program. Students enrolled in these programs expect to enter the job market following graduation or seek preparation for graduate study or further professional study. The Bachelor of Arts or the Bachelor of Science degree is awarded.

Because the goals of students vary widely, the educational programs and opportunities offered at Hiwassee are diversified and flexible. The choice of selecting a program rests with each student. A student who may be undecided about selecting an educational program should schedule a counseling session with his/her academic adviser, who will assist in identifying educational programs complementary to his/her particular aptitudes and abilities.

**EQUINE MANAGEMENT AND TRAINING (B.A.)**

***Math and Science Division - Dr. Art Fowler, Chair***

The Equine Management and Training program will prepare students to become actively involved in various careers in the horse world. Students selecting this program will become proficient in all areas of management and training of horses and rider. Upon completion of the degree, students will have completed many hours in actual riding classes and will be very qualified to teach riding, training, and general care of horses. Multiple courses in dressage and jumping give students the ability to excel in the work place and will put them at an advantage in the equine-related job markets.

**Program Competencies**

The student will be able to:

- Understand the management of the equine.
- Understand and utilize correct training methods.
- Understand the concepts in managing a horse farm and be able to design a working business plan for operating a horse farm.
- Demonstrate effective communication skills in riding instruction and equine training.
- Be stewards for the welfare of the horse by utilizing correct management practices.

**Basic Skills (13 s.h.)**

COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Foundations of Information Technology	3

**Hours Required**

**Mathematics/Science (11 s.h.)**

MATH 1130 – College Algebra or higher	3
BIOL 1010-1020 – General Biology	8

**Humanities or Fine Arts (3 s.h.)**

Any Literature except 2900 and 3300	3
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**Religion (3 s.h.)**

RELI 2210 or 2220	3
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<b>Social or Behavioral Science (9 s.h.)</b>	
Choose from HIST 1010, 1020, 2010, and 2020	6
Choose from Psychology, Sociology, Geography, Economics, or Political Science	3
<b>Foreign Language (6 s.h.)</b>	6
<b>Public Programs (0.5 hrs per semester)</b>	4
	<hr/>
<b>Total General Education Required Hours</b>	<b>49</b>
<b>Specified Hours for the Major *</b>	<b>69-71</b>
<b>Elective Hours</b>	<b>6-7</b>
	<hr/>
<b>Total Hours Required for Graduation</b>	<b>124-127</b>

\*Students seeking a major in Equine Management and Training must complete the following major-specific courses:

ACCT 2010 – Principles of Accounting	3
COMM 3010 – Organizational Communication	3
EQSCI 1000 – Equine Basic Safety	1
EQSCI 1010-1020 – Basic & Novice Equitation	2
EQSCI 1110 – Intro to Training the Horse	2
EQSCI 1200 – Stable Management	2
EQSCI 2010-2020 – Intermediate & Advanced Equitation	2
EQSCI 2100 – Intro to Teaching Horsemanship	2
EQSCI 2110-2120 – Applied Horse Training Tech I-II	4
EQSCI 2121 – Introduction to Crop Science	3
EQSCI 2200 – Anatomy & Physiology of Farm Animals	3
EQSCI 2400 – Horses & Horsemanship	3
EQSCI 2800 – Horse Evaluation	2
EQSCI 3030 – Equine Law	3
EQSCI 3040 – Legal & Business Considerations in Ag.	3
EQSCI 3100 – Dressage Basics & Principles	2
EQSCI 3110 – Dressage-First Level OR	
EQSCI 3210 – Jumping Fundamentals	2
EQSCI 3200 – Position & Intro to Jumping	2
EQSCI 3600 – Feeds and Feeding	3
EQSCI 3800 – Man and Horse	3
EQSCI 3700 – Lameness in Equine OR	
EQSCI 3900 – Exercise Physiology	2-3
EQSCI 4010-4020 – Seminar in Agribusiness	4
EQSCI 4100 – Dressage Through 2nd Level OR	
EQSCI 4200 – Advanced Topics in Jumping	2
EQSCI 4110 – Advancing the Dressage Horse OR	
EQSCI 4210 – Riding Courses	2-3
EQSCI 4300 – Equine Event Management	1
EQSCI 4400 – Selection of the Sport Horse	2
EQSCI 4500 – Equine Senior Internship	6
	<hr/>
<b>Total Specified Hours for the Major</b>	<b>69-71</b>

**EQUINE SCIENCE (B.S.)*****Math and Science Division - Dr. Art Fowler, Chair***

The Equine Science program provides a foundation for becoming actively involved in various careers in the horse world. Students selecting the Bachelor of Science in Equine Science will be prepared to enter graduate school in areas such as nutrition, genetics, reproductive physiology, and veterinary medicine. The curriculum is heavy in basic sciences and also broad enough to meet general education requirements for these advanced degrees.

**Program Competencies**

The student will be able to:

- Design a business plan for funding a veterinary clinic or equine business.
- Understand the management of the equine athlete and appreciate the training methods utilized.
- Be stewards of the welfare of the horse by utilizing correct management practices in general horse care.
- Effectively communicate issues related to the equine industry to laymen, equine professionals, and veterinarians.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Foundations of Information Technology	3
<b>Mathematics/Science (22 s.h.)</b>	
MATH 1010 and 1120, 1630, or 1710	6
BIOL 1110-1120 – General Biology	8
CHEM 1010-1020 or 1110-1120 – General Chemistry	8
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Social or Behavioral Science (6 s.h.)</b>	
Choose from HIST 1010, 1020, 2010, and 2020	6
<b>Public Programs (0.5 hrs per semester)</b>	4
<b>Total General Education Required Hours</b>	<b>51</b>
<b>Specified Hours for the Major*</b>	<b>64</b>
<b>Elective Hours (11 s.h.)</b>	<b>11</b>
<b>Total Hours Required for Graduation</b>	<b>126</b>

\*Students seeking a major in Equine Management and Training must complete the following major-specific courses:

ACCT 2010 – Principles of Accounting	3
BIOL 3010 – Principles of Genetics	4



COMM 3010 – Organizational Communication	3
EQSCI 1010-1020 – Basic & Novice Equitation	2
EQSCI 1110 – Intro to Training the Horse	2
EQSCI 1200 – Stable Management	2
EQSCI 2121 – Intro to Crop Management	3
EQSCI 2200 – Anatomy & Physiology of Farm Animals	3
EQSCI 2400 – Horses and Horsemanship	3
EQSCI 2800 – Horse Evaluation	2
EQSCI 3030 – Equine Law	3
EQSCI 3040 – Legal & Business Considerations in Ag.	3
EQSCI 3100 – Dressage Basics & Principles	2
EQSCI 3200 – Position & Introduction to Jumping	2
EQSCI 3600 – Feeds and Feeding	3
EQSCI 3800 – Man and Horse	3
EQSCI 3700 – Lameness in Equine OR	
EQSCI 3900 – Exercise Physiology	3
EQSCI 4010-4020 – Seminar in Agribusiness	4
EQSCI 4400 – Selection of the Sport Horse	2
EQSCI 4500 – Equine Senior Internship	6
EQSCI 4600 – Advanced Equine Nutrition	3
EQSCI 4800 – Equine Diseases	3
<b>Total Specified Hours in the Major</b>	<b>64</b>

## BACHELOR OF ARTS/SCIENCE IN INTERDISCIPLINARY LIBERAL ARTS

***English and Language Division / Humanities and Fine Arts Division***

***- Dr. Curtis Chapman, Chair***

***Math and Science Division - Dr. Art Fowler, Chair***

***Social Science Division - Mrs. Reeca Lowe, Chair***

The degree program in Interdisciplinary Liberal Arts is designed to foster the inquisitive learner, one capable of evaluating methods and techniques for solving problems and proficient in the creation and communication of ideas. Upon completing the program, students may enter the workforce or continue their studies to pursue a profession in fields such as education, ministry, medicine, music, law, journalism, public relations, human services, criminal justice, etc. The program is both interdisciplinary and flexible, emphasizing the interrelationships among the academic subjects and allowing students to design a course of study, in consultation with the faculty, that best suits their interests. Students may earn either a Bachelor of Arts or a Bachelor of Science depending on whether or not they choose to complete the foreign language requirement necessary for the B.A. degree.

### **Program Competencies**

The student will be able to:

- Independently research specific topics in the humanities, social science, and math/science utilizing library tools, methodologies, and technology resources.
- Present original findings and insights in speaking and writing that exhibit features of precise, clear, intuitive thinking.

- Make rational and ethical decisions based on an integrated knowledge of world cultures, histories, and contemporary events.
- Evaluate the historical and contemporary impact of natural, mathematical, and social sciences.
- Integrate information from multiple disciplines into a cohesive unit to understand how different fields of study relate to one another.
- Demonstrate a working knowledge of scientific methodologies, data collection, analysis, and modern technologies.
- Demonstrate effective communication and problem solving abilities while critically examining contemporary issues in the social sciences.
- Use an intermediate proficiency in a foreign language to acquire experiences with people and elements of the corresponding culture(s). (BA only)

<b>Basic Skills (10 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology, Chemistry, Botany, or Physics)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (6 s.h.)</b>	
Select from ENGL 2210-2220; ENGL 2410-2420; ENGL 3110-3120	3
Humanities/Fine Arts elective	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Foreign Language (12 s.h.)*</b>	
Beginning level foreign language	6
Intermediate level foreign language	6
<b>Social or Behavioral Science (6 s.h.)</b>	
History 1010, 1020, 2010, or 2020	3
Choose from History, Sociology, Psychology, Economics, Geography, or Political Science	3
<b>Physical Education (2 s.h.)</b>	
Choose from PE 1050 or any activity course	2
<b>Public Programs (0.5 hrs per semester)</b>	4
<b>Total General Education Required Hours</b>	<b>42-54</b>

<b>Specified Hours for the Degree</b>	
Core Topics Courses in Humanities, Math/Science and Social Science	9
Capstone Course(s)	6
First Concentration**	15
Second Concentration**	9
Third Concentration**	9
<b>Total Specified Hours for the Degree</b>	<b>48</b>

<b>General Education Electives</b>	<b>22-34</b>
(To include CIS 1100 or meet proficiency requirements)	_____
<b>Total Hours Required for Graduation</b>	<b>124</b>

\*If students pursuing the B.A. have completed two years of course work in a single foreign language in high school, they may choose 6 hours of General Education Electives in lieu of the 6 hours of beginning level foreign language. Students desiring the B.S. would choose 12 hours of additional General Education Electives in lieu of the language requirement.

\*\*Student must select First, Second and Third Concentration areas from Humanities, Math/Science, and Social Science. Check with adviser for recommended courses.

Students earning the B.S. and B.A. degrees complete 39 hours at the 3000-4000 level including Topics courses and Senior Capstone courses. (Note: Student would have the option of using 9 hours of lower division courses to fulfill the Discipline components.)

## PASTORAL STUDIES (B.A.)

### *Humanities and Fine Arts Division - Dr. Curtis Chapman, Chair*

The Pastoral Studies curriculum is designed for students seeking ordained or lay ministry. The program offers a solid foundation in the liberal arts as well as providing more in-depth focus in biblical studies, theology, church history, and experience in the practice of various aspects of the ministry. Students may use this program as preparation for further study at the seminary level or to enter the field of ministry as bi-vocational pastors.

### **Program Competencies**

The student will be able to:

- Understand the Bible as literature, history, and as a spiritual guide.
- Understand the relationship between the Old and New Testaments.
- Demonstrate knowledge of the Bible, Christian theology, and church history.
- Demonstrate the ability to understand counseling principles and techniques required to meet individual needs.
- Demonstrate knowledge of various strategies necessary to carry out the ministries of the local church.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology, Chemistry, Botany, or Physics)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (6 s.h.)</b>	
Any Literature except 2900 and 3300	3
Humanities/Fine Arts elective	3

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<b>Religion (6 s.h.)</b>	
RELI 2210 and 2220	6
<b>Foreign Language (6 s.h.)</b>	
Beginning or Intermediate level	6
<b>Social or Behavioral Science (6 s.h.)</b>	
HIST 1010 or 1020	3
SOCI 1010	3
<b>Physical Education (2 s.h.)</b>	
PE 1050 and any activity course	2
<b>Public Programs (0.5 hrs per semester)</b>	4
<hr/>	
<b>Total General Education Required Hours</b>	<b>54</b>
<b>Specified Hours for the Major*</b>	<b>58</b>
<b>General Education Electives (12 s.h.)</b>	<b>12</b>
<hr/>	
<b>Total Hours Required for Graduation</b>	<b>124</b>

\*Students seeking a major in Pastoral Studies must complete the following major-specific courses. Selected coursework indicated by (\*) will be taken online through an agreement with Southwestern College in Kansas. For more details, see course descriptions.

PHIL 1130 – Critical Reasoning	3
(*)PHIL 3200 – Philosophy of Religion	3
HRD 211 – Entrance Seminar	1
RELI 2000 – Bible Survey	3
RELI 2230 – World Religions	3
(*)RELI 3010-3020 – Systematic Theology I & II	6
RELI 3110-3120 – Integrative Seminar I & II	6
(*)RELI 3330 – The Church: Origins to the Middle Ages	3
(*)RELI 3340 – The Church: Renaissance to the Present	3
(*)RELI 3400 – Hermeneutics	3
(*)RELI 4010 – Theological Systems & Issues	3
RELI 4110-4120 – Integrative Seminar III & IV	6
(*)RELI 4150 – Denominational Heritage & Structure	3
RELI 4300 – Leadership in Christian Traditions	3
RELI 4900 – Senior Research Project	6
RELI 4990 – Responsibility for the Future	3
<hr/>	
<b>Total Specified Hours</b>	<b>58</b>

**UNIVERSITY PARALLEL ASSOCIATE DEGREE PROGRAMS**

University Parallel Associate Degree Programs are those which contain the first two years of a four-year college or university program. Students enrolled in these programs are those who expect to transfer to another senior institution following their graduation from Hiwassee College. The Associate of Arts or Associate of Science degree is awarded.

The faculty and staff of Hiwassee College work closely with our students and with neighboring colleges and universities to ensure smooth and accurate transfer of credits. The College maintains course-by-course transfer equivalency tables with many four-year colleges and universities to ease transfer and to help the student and his/her adviser with academic program development.

University Parallel Associate Degree Programs offered by the College can be modified in order to better meet the needs of the student and to accommodate the requirements of the senior institution to which the student expects to transfer. However, in making any modifications in a curriculum, the student is cautioned to be especially careful to ensure that the core courses required for graduation are met.

## **ALLIED HEALTH (A.S.)**

### ***Math and Science Division - Dr. Art Fowler, Chair***

The allied health concentration is designed for students who wish to transfer to a senior college in the areas of nursing, physical therapy, occupational therapy, physician assistant, and other pre-professional allied health programs.

### **Program Competencies**

The student will be able to:

- Enroll in prerequisite coursework leading toward application to a baccalaureate or associate-level allied-health program including, but not limited to, nursing, physical therapy, physicians assistant, dental hygiene, and sports medicine/exercise science.
- Upon transferring to another college, achieve at a level equal to or exceeding native students.
- Report satisfaction with their Hiwassee education and training.
- Understand and demonstrate ethical behavior in respect to the health sciences.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology 1010-1020, Chemistry 1010-1020, or Physics 2010-2020)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Religion (3 s.h.)</b>	
RELI 2210 – Religion of Judaism or RELI 2220 - Beginnings of Christianity	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Choose from History, Geography, Economics Psychology, Sociology, Music 2910 or 2920, or Political Science	3
<b>Physical Education (2 s.h.)</b>	
PE 1050 or activity courses	2
<b>Public Programs (0.5 hrs per semester)</b>	2
<b>Total General Education Required Hours</b>	<b>37</b>
<b>Specified Hours for the Concentration**</b> (See suggested areas below)	<b>29</b>
<b>Total Hours Required for Graduation</b>	<b>66</b>

\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempt.

\*\*Students seeking a concentration in allied health must complete the core requirements for the Associate of Science degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Many of the specified courses below can be used to fulfill the general education core courses in the areas of lab-based science, social or behavioral science electives, and math.

<b>Pre-Physical Therapy</b> BIOL 1110, 1120, 2010, 2020, 2300 CHEM 1110, 1120 PHYS 2010, 2020 Math 1130, 1720 Social Science Electives to include PSYC 1110, 1120, SOCI 2100	<b>Pre-Nursing</b> BIOL 1110, 2010, 2020, 2300 CHEM 1010-1020 or 1110-1120 Math 1530, 1130 HLTH 2000 Social Science Electives to include PSYC 1110, SOCI 1010-1020, HIST 1010-1020
<b>Sports Medicine/Exercise Science</b> BIOL 1010, 1020, 2010, 2020 CHEM 1110 Math 1130, 1710 HLTH 2000, 2010, 2020 SPMED 1010, 2010 Social Science Electives to include PSYC 1110	<b>Pre-Dental Hygiene</b> BIOL 2010, 2230 CHEM 1010 PSYC 1110 SOCI 1010

**BUSINESS (A.S.)**

***Business and Consumer Economics Division - Mrs. Reeca Lowe, Chair***

The business concentration provides a strong liberal arts background and business foundation for students who major in business, economics, management, marketing, and other related areas. Students will have the foundational skills to continue at Hiwassee College for the baccalaureate program in Interdisciplinary Liberal Arts (Social Science Concentration) or to transfer to other senior institutions.

**Program Competencies**

The student will be able to:

- Identify and understand economic and financial issues relevant to the global marketplace.
- Recognize the impact of the American business system on national and international economic systems.
- Gain a mix of theoretical and practical business knowledge and skills.
- Demonstrate proficiency in applying academic knowledge to solve current business problems.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology 1010-1020, Chemistry 1010-1020, or Physics 2010-2020)	8
Math 1130 – College Algebra or higher	3

<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Religion (3 s.h.)</b>	
RELI 2210 – Religion of Judaism or	
RELI 2220 - Beginnings of Christianity	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Choose from History, Geography, Economics	3
Psychology, Sociology, Music 2910 or 2920,	
or Political Science	
<b>Physical Education (2 s.h.)</b>	
PE 1050 or activity courses	2
<b>Public Programs (0.5 hrs per semester)</b>	2
	<hr/>
<b>Total General Education Required Hours</b>	<b>37</b>
<b>Specified Hours for the Concentration**</b>	<b>29</b>
(See suggested areas below)	<hr/>
<b>Total Hours Required for Graduation</b>	<b>66</b>

\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempt.

\*\*Students seeking a concentration in business must complete the core requirements for the Associate of Science degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Many of the specified courses below can be used to fulfill the general education core courses in the areas of social and behavior science electives and math.

#### **General Business Administration**

MATH 1630, 1710	HIST 1010-1020
ACCT 2010-2020	ECON 2010-2020
BUSAD 2110, 2130	Social or Behavioral Science Electives

## **EDUCATION (A.S.)**

### ***Social Science Division - Mrs. Reeca Lowe, Chair***

The education concentration provides the general education requirements for the freshman and sophomore years for students who plan to earn a baccalaureate degree at a senior institution offering licensure in elementary, secondary, physical, and special education. The program provides opportunities for students to observe in local elementary and secondary schools.

#### **Program Competencies**

The student will be able to:

- Identify various educational philosophies and develop a personal philosophy to apply in the classroom.
- Understand the diversity among students and be able to discuss strategies for meeting the educational needs of these diversities.
- Demonstrate a basic general education knowledge in curriculum, standards, testing, and school finance and governance.

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- Demonstrate understanding of how child/adolescent development, diverse learning styles, and cultural and gender differences affect learning.
- Demonstrate understanding of the contributions of major figures and movements in the history of American education.
- Demonstrate understanding of instructional strategies and classroom management techniques.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology, Chemistry, Botany, or Physics)	8
MATH 1010 – Fundamental Concepts or higher	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Religion (3 s.h.)</b>	
RELI 2210 – Religion of Judaism or RELI 2220 - Beginnings of Christianity	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Choose from History, Geography, Economics Psychology, Sociology, Music 2910 or 2920, or Political Science	3
<b>Physical Education (2 s.h.)</b>	
PE 1050 or activity courses	2
<b>Public Programs (0.5 hrs per semester)</b>	2
<b>Total General Education Required Hours</b>	<b>37</b>
<b>Specified Hours for the Concentration**</b>	<b>29</b>
(See suggested areas below)	
<b>Total Hours Required for Graduation</b>	<b>66</b>

\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempt.

\*\*Students seeking a concentration in education must complete the core requirements for the Associate of Science degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Many of the specified courses below can be used to fulfill the general education core courses in the areas of science, social or behavioral science, and math.

EDUC 1010, 2210	PSYC 1110, 1120
SOCI 1010, 1020	BIOL 1010, 1020
PHYSICI 1010	HIST 2010, 2020
HLTH 2020	PE 2120
Math 1530 or 1630	Electives



**LIBERAL ARTS (A.A.)(A.S)*****English and Language Division / Humanities and Fine Arts Division******- Dr. Curtis Chapman, Chair***

The concentration in liberal arts is designed to provide a general education containing a core curriculum for students who plan to complete one of the baccalaureate programs in Interdisciplinary Liberal Arts at Hiwassee College or to transfer to another senior institution. The program is suggested for students interested in criminal justice, English, foreign language, history, journalism, communication, mathematics, pre-law, psychology, sociology, and many other academic disciplines.

**Program Competencies**

- Recognize and apply to speaking/writing various reasoning-intuitive skills such as analyzing, summarizing, synthesizing, evaluating, making inferences, and drawing conclusions.
- Perceive the relevance of and relationships among literature, the fine arts, religion, and history and be able to identify major contributors and periods.
- Follow guidelines for using library and technology resources to conduct research that incorporates the ideas of multiple authors and properly cites sources using MLA or other documentation styles.
- Demonstrate elementary proficiency in a foreign language and knowledge of the basic elements of the corresponding culture(s).
- Develop a strong work ethic toward learning.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology 1010-1020, Chemistry 1010-1020, or Physics 2010-2020)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Foreign Language (6 s.h.)</b>	6
<b>Religion (3 s.h.)</b>	
RELI 2210 – Religion of Judaism or	
RELI 2220 - Beginnings of Christianity	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Choose from History, Geography, Economics	3
Psychology, Sociology, Music 2910 or 2920, or Political Science	
<b>Physical Education (2 s.h.)</b>	
PE 1050 or activity courses	2
<b>Public Programs (0.5 hrs per semester)</b>	2
<b>Total General Education Required Hours</b>	<b>43</b>
<b>Specified Hours for the Concentration**</b>	<b>23</b>
(See suggested areas below)	
<b>Total Hours Required for Graduation</b>	<b>66</b>

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\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempt.

\*\*Students seeking a concentration in liberal arts must complete the core requirements for the Associate of Arts degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Students should choose from the following options:

Literature Electives	Intermediate level foreign language
Math 1530	History Electives
ECON 2010-2020	Additional Social or Behavioral Science Electives

**MUSIC (A.S.)**

***Humanities and Fine Arts Division - Dr. Curtis Chapman, Chair***

The concentration in music is designed to provide a general education containing a core curriculum for students who plan to complete a baccalaureate program in Music Performance (Applied Studies) or Music Education by completing the freshman and sophomore years at Hiwassee College and then transferring to another senior institution. The program is suggested for students interested in music performance with a Voice or Keyboard emphasis, or an emphasis in Sacred Music. Other instrumentalists are accepted with approval of the Academic Dean and Coordinator of Music Studies.

**Program Competencies**

- Achieve a prescribed level of breadth and depth of repertoire.
- Demonstrate specialized skills and knowledge for piano, voice, instruments, composition, or choral conducting.
- Pursue a higher standard of technical ability, artistry, and difficulty in music at a level beyond the associate degree.
- Develop a competent foundation in musical studies to include a broad working knowledge of:
  - Music history including the Middle Ages, Renaissance, Baroque, Classical, 20th Century and Contemporary music periods.
  - Music Theory based upon the techniques of the Common Practice Period.
  - Ear training to include rhythmic notation, scales, intervals, melodic and harmonic dictation, and sight singing.
  - Basic skills in the student's applied instrument to include study and performance of music of the six stylistic periods and, in addition, vocalist French, German, Italian, and Latin.
  - Ensemble participation as appropriate for their applied instrument.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3
<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology 1010-1020, Chemistry 1010-1020, or Physics 2010-2020)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3

**Religion (3 s.h.)**

RELI 2210 – Religion of Judaism or	
RELI 2220 - Beginnings of Christianity	3

**Social or Behavioral Science (3 s.h.)**

Choose from History, Geography, Economics,	3
Psychology, Sociology, Music 2910 or 2920,	
or Political Science	

**Physical Education (2 s.h.)**

PE 1050 or activity courses	2
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**Public Programs (0.5 hrs per semester)**

2

**Total General Education Required Hours****37****Specified Hours for the Concentration\*\*****29**

(See suggested areas below)

**Total Hours Required for Graduation****66**

\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempted.

\*\*Students seeking a concentration in music must complete the core requirements for the Associate of Arts degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Basic core music courses will include:

MUSIC 1200-1210	MUSIC 2910-2020
MUSIC 2200-2210	MUSIC 2120-2130
Major Applied Music Area	Secondary Applied Music Area
College Chorale	Ensemble

**SCIENCE (A.S.)*****Math and Science Division - Dr. Art Fowler, Chair***

The science concentration is designed for students who wish to major in agriculture, biology, chemistry, dentistry, engineering, forestry, mathematics, pharmacy, medicine, physics, physical therapy, wildlife management, and other science programs. Students will have a solid background to continue at Hiwassee College for the baccalaureate program in Interdisciplinary Liberal Arts - Math and Science Concentration or to transfer to other senior institutions.

**Program Competencies**

The student will be able to:

- Continue in upper-division courses in his/her science-related area.
- Correctly apply the scientific method to interpret and solve a variety of problems
- Demonstrate awareness of a number of ethical issues facing humanity because of scientific/technological development and population growth.
- Demonstrate a command of the terminology necessary to enumerate chosen scientific principles.

**Basic Skills (13 s.h.)****Hours Required**

COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Introduction to Information Technology*	3

<b>Mathematics/Science (11 s.h.)</b>	
Science, Lab-based (Choose from Biology 1110-1120, Chemistry 1110-1120, or Physics 2010-2020)	8
Math 1130 – College Algebra or higher	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature except 2900 and 3300	3
<b>Religion (3 s.h.)</b>	
RELI 2210 – Religion of Judaism or RELI 2220 - Beginnings of Christianity	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Choose from History, Geography, Economics Psychology, Sociology, Music 2910 or 2920, or Political Science	3
<b>Physical Education (2 s.h.)</b>	
PE 1050 or activity courses	2
<b>Public Programs (0.5 hrs per semester)</b>	2
	<hr/>
<b>Total General Education Required Hours</b>	<b>37</b>
<b>Specified Hours for the Concentration**</b>	<b>29</b>
(See suggested areas below)	<hr/>
<b>Total Hours Required for Graduation</b>	<b>66</b>

\*Computer proficiency may be demonstrated through examination. Work with your adviser to select an appropriate elective course if this computer science course is exempt.

\*\*Students seeking a concentration in science must complete the core requirements for the Associate of Science degree and a number of specified courses depending on the area of interest. Advisers should be consulted when determining the specific courses to take. Many of the specified courses below can be used to fulfill the general education core courses in the areas of lab-based science, social or behavioral science electives, and math.

**Pre-Pharmacy**

BIOL 1110, 2010, 2020, 2300  
CHEM 1110, 1120, 2010, 2020  
Math 1530, 1910  
HIST 1010, 1020  
PSYC 1110  
Social Science Electives

**Chemistry**

BIOL 1110, 1120  
CHEM 1110, 1120, 2010, 2020  
MATH 1910, 1920, 2110  
PHYS 2010, 2020  
Electives to include HIST 1010, 1020

**Agriculture/Animal Science**

BIOL 1010-1020 or 1110-1120  
CHEM 1010-1020 or 1110-1120  
MATH 1630, 1710

**Pre-Veterinary Medicine**

CHEM 1110, 1120, 2010, 2020  
BIOL 1110, 1120  
MATH 1630, 1710  
AGRI 2200, 2281  
PHYS 2010, 2020  
Social Science Electives

**Pre-Medicine/Pre-Dentistry**

BIOL 1110, 1120, 2010, 2020, 2300  
CHEM 1110, 1120, 2010, 2020  
PHYS 2010, 2020  
MATH 1910-1920  
Social Science Electives

**Forestry, Wildlife & Fisheries**

BIOL 1010-1020 or 1110-1120  
CHEM 1010-1020 or 1110-1120  
Math 1130, 1710

AGRI 2123, 2200, 2281, 2600  
 AGRI Elective  
 Social Science Electives  
 Humanities Electives

FORES 1010, 1020  
 ECON 2010, 2020  
 BUSAD 2110  
 Social Science Elective

## CAREER/VOCATIONAL ASSOCIATE DEGREE PROGRAMS

The purpose of Associate of Applied Science curricula, while consisting of college-level study, is to prepare students for technical and mid-management occupations immediately upon graduation. Unless otherwise noted, these curricula are not especially designed for transfer to other senior institutions, although many of the courses may transfer at the discretion of the institution or be applied to one of Hiwassee's four year programs. The Associate of Applied Science degree is awarded.

Career-oriented programs are designed to develop within each student certain basic skills required for success in a particular vocation. No courses within a curriculum may be changed without prior written approval of the academic adviser, the Division Chair, and the Academic Dean. The following programs are offered:

Agri-Business Technology - A.A.S.  
 Forestry Technology - A.A.S.

Business Entrepreneurship - A.A.S. (Online)  
 Criminal Justice - Homeland Security - A.A.S. (Online)

## CAREER/VOCATIONAL EDUCATION GOALS

The career/vocational education programs of study at Hiwassee College, although diverse in intent, share a common set of goals with clear expected outcomes. These goals are intended to support the institutional goal of providing career programs and specialized occupational courses. The goals of the Career/Vocational Program are:

1. To facilitate student learning about the basic foundations and theories that are directly or indirectly related to functions of a particular career.
2. To ensure that students master the terminology used in a particular career.
3. To provide training in the technology and skills needed to perform the duties of a particular career.
4. To ensure that students know and can conform to rules and regulations of applicable boards and agencies.
5. To instruct students in the ethical and professional standards of conduct expected in the selected career.
6. To inform students about career options within a program of study.
7. To provide opportunities for students to further develop and apply their problem-solving and decision-making skills.

As these goals are achieved in the individual career/vocational curricula, the degree of student success is measured against a set of expected outcomes. Upon successful completion of a two-year career/vocational degree program, students will have demonstrated the ability to:

1. Exhibit knowledge of the basic foundations and theories that are directly or indirectly related to functions of a particular career.
2. Master the terminology used in their particular career.
3. Conform to rules and regulations of applicable boards and agencies.
4. Master the technology and skills needed to perform the duties of their particular career.

5. Recognize and conform to the ethical and professional standards of conduct expected in the selected career.
6. Identify and make informed decisions about career options within a program of study.
7. Develop and apply problem-solving and decision-making skills.

## **AGRI-BUSINESS TECHNOLOGY (A.A.S.)**

### ***Math and Science Division - Dr. Art Fowler, Chair***

The Agri-Business curriculum is offered for the student who aspire to enter such specialized areas as professional farm management, a farm-related business (such as a farm store or farm equipment supplier), or simply to develop the skills necessary for the successful operation of his/her own farm. An internship, depending on the interest of the student, is provided during the last semester of enrollment.

### **Program Competencies**

The student will be able to:

- Communicate effectively with a wide variety of people about agricultural issues.
- Develop a business plan for an Agribusiness Enterprise.
- Evaluate an Agriculture Enterprise.
- Understand the importance of critical decision making and the defense of those decisions as they relate to agribusiness.
- Identify and be prepared to select marketing options.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Foundations of Information Technology	3
<b>Mathematics (6 s.h.)</b>	
MATH 1000	3
MATH 1005, 1010, or 1130	3
<b>Humanities or Fine Arts (3 s.h.)</b>	
Any Literature (except 2900 & 3300), MUSIC 1030 or Philosophy	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Social or Behavioral Science (6 s.h.)</b>	
ECON 2010-2020 – Macro- and Microeconomics	6
<b>Physical Education – Activity Courses (2 s.h.)</b>	2
<b>Public Programs (0.5 hr. per semester)</b>	2
<b>Total General Education Required Hours</b>	<b>35</b>
<b>Specified Hours in the Major (31 s.h.)</b>	
ACCT 2010-2020 – Accounting I & II	6
AGRI 1010 – Perspectives in Agriculture	1
AGRI 1110 – Environmental Horticulture	3
AGRI 2121 – Introduction to Crop Science	3

AGRI 2123 – Introduction to Agribusiness Management	3
AGRI 2281 – Farm Animal Health and Management	4
BUSAD 2110 – Business Statistics	3
Agriculture Electives	8
<b>Total Specified Hours in the Major</b>	<b>31</b>
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<b>Total Hours Required for Graduation</b>	<b>66</b>

## BUSINESS-ENTREPRENEURSHIP - ONLINE PROGRAM (A.A.S.)

### *Business and Consumer Economics Division - Mrs. Reeca Lowe, Chair*

The Associate of Applied Science in Business-Entrepreneurship program provides a strong foundation of coursework in management, marketing, business ethics, law, finance, policy, human resources, international business, as well as basic courses in accounting, economics, and business communication.

### Program Competencies

The student will be able to:

- Identify careers and employment options within Business.
- Gain a mix of theoretical and practical business knowledge and skills
- Demonstrate proficiency with the terminology required to be conversant in a business environment.
- Describe the role of the entrepreneur in the global marketplace.

<b>Basic Skills (12 s.h.)</b>	<b>Hours Required</b>
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1020 – Application of Business Software	3
<b>Mathematics (6 s.h.)</b>	
MATH 1010	3
Math 1530	3
<b>Humanities (3 s.h.)</b>	
Humanities 2000 – Ethical Reasoning	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Social or Behavioral Science (9 s.h.)</b>	
Psychology 1110	3
Economics 2010-2020	6
<b>Total General Education Required Hours</b>	<b>33</b>
<hr/>	
<b>Specified Hours for the Major (33 s.h.)</b>	
ACCT 2010-2020 – Accounting I and II	6
BUSAD 1310 – Introduction to Business	3
BUSAD 2010 – Business Communication	3
BUSAD 2120 – Entrepreneurship	3
BUSAD 2210 – Marketing	3
BUSAD 2220 – International Business	3
BUSAD 2310 – Business Law	3
BUSAD 2320 – Human Resources	3

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BUSAD 2410 – Management	3
BUSAD 2420 – Finance	3
<b>Total Specified Hours in the Major</b>	<b>33</b>
<hr/>	
<b>Total Hours Required for Graduation</b>	<b>66</b>

## CRIMINAL JUSTICE HOMELAND SECURITY - ONLINE PROGRAM (A.A.S.)

### ***Social Science Division - Mrs. Reeca Lowe, Chair***

The Associate of Applied Science in Criminal Justice (Homeland Security) program prepares students to become qualified professionals in the field of law enforcement, corrections, probation, private security, airports, border patrol, customs investigations, private businesses, emergency and safety management fields, and other related fields. The program will also increase and complement the skills already attained by anyone working in a variety of positions in law enforcement and emergency management.

### **Program Competencies**

The student will be able to:

- Demonstrate knowledge of the criminal justice systems and the various interrelationships among law enforcement agencies, court systems, and correctional facilities.
- Cite arguments to support and oppose increasing executive power to combat terrorism.
- Identify careers and employment opportunities in Criminal Justice (Homeland Security).
- Summarize bureaucratic issues within criminal justice and national security intelligence agencies.

<b>Basic Skills (12 s.h.)</b>	<b>Hours Required</b>
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1020 – Application of Business Software	3
<b>Mathematics (6 s.h.)</b>	
MATH 1010	3
Math 1530	3
<b>Humanities (3 s.h.)</b>	
Humanities 2000 – Ethical Reasoning	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Social or Behavioral Science (15 s.h.)</b>	
Sociology 1010-1020	6
Psychology 1110	3
Geography 1010	3
Social Science Elective (Choose from Psychology, Sociology, Economics, Political Science)	3
<b>Total General Education Required Hours</b>	<b>39</b>
<b>Specified Hours in the Major (27 s.h.)</b>	
CRIM 1010 – Introduction to Criminal Justice	3
CRIM 1310 – Criminal Justice Administration	3
CRIM 1500 – Introduction to Homeland Security	3
CRIM 1510 – Introduction to Terrorism	3
CRIM 2210 – Criminal Law and Procedures	3
CRIM 2400 – Internship	3



CRIM 2600 – Criminology	3
SOCI 2010 – Community Crisis Management	3
SOCI 2020 – Disaster Sociology	3
<b>Total Specified Hours in the Major</b>	<b>27</b>
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<b>Total Hours Required for Graduation</b>	<b>66</b>

## DENTAL HYGIENE (A.A.S.)

*Math and Science Division – Dr. Art Fowler, Chair*

### **General Information**

The Hiwassee College Dental Hygiene Program has received pre-accreditation status from the Commission on Dental Accreditation of the American Dental Association – a specialized accrediting body recognized by the Council on Postsecondary Accreditation of the U. S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Ave., Chicago, IL 60611.

The Dental Hygiene Program is a 2-year program consisting of four 16 week semesters and one 10-week summer term. Classes are Monday through Friday and at this time are only offered as day classes. Graduating students will receive an Associate of Applied Science Degree.

Students must have a minimum 2.75 GPA at the time of making application and maintain this GPA until start of class. Attaining the minimum requirements for entry does not guarantee a seat in the class.

All successfully completed college level science courses taken before entry will be considered as fulfillment of the core course requirements if taken within 5 years prior to admission to the dental hygiene program. All science courses taken more than five years ago will require remediation.

### **Admission Criteria**

Applicants who apply to the Dental Hygiene Program at Hiwassee College must successfully complete all admission requirements.

- Complete and sign all application forms
- Take and the ACT and attain a minimum score of 18, or equivalent test scores.
- Maintain a 2.75 GPA
- Have all official transcripts mailed to the admissions office of Hiwassee College
- Have a letter of recommendation from a character reference
- Have a letter of recommendation from an educational reference

### **Application /Admissions Process**

Step 1: Request an application packet and college catalog. All application materials must be received by the date published on the Website at [www.hiwassee.edu](http://www.hiwassee.edu). The student must first apply to Hiwassee College and then to the Dental Hygiene Program (this is a two step process).

Step 2: Have all official transcripts mailed to Hiwassee College for review. This includes all high school and colleges attended.

Step 3: Meet with an admissions counselor. Once transcripts are received and processed, an admissions counselor will contact you for an appointment. For students with previous college work from another institution, the Registrar and the Director of Dental Hygiene will advise you which courses will transfer into the Hiwassee College Dental Hygiene Program.

Step 4: The Dental Hygiene Admissions Committee will review all applications and select the best applicants based on the application requirements and ACT scores. These applicants will be contacted

and invited to appear for an interview. The applicant will be interviewed by a minimum of 2 members of the Dental Hygiene Admissions Committee. Applicants will be asked questions regarding their previous coursework, their personal goals, their dental experience and their expectations of the program. Ten (10) students will be selected based on their ranking using the weighted scoring system.

Step 5: Students will be notified of their acceptance or their denial into the program. Those students accepted will be asked to submit an acceptance card and make a non-refundable deposit to the Dental Hygiene Program Director by the specified deadline.

**Method of Selection**

Criteria for selection are weighted. Points will be awarded to applicants for successful completion of college coursework, more than minimum test scores and over the minimum requirement for GPA. Points will also be awarded for their communication skills and professional demeanor. (See Sample Rating Sheet for Student Selection in the Application Packet on the college Website at [www.hiwassee.edu/dental/dh\\_application\\_2010.pdf](http://www.hiwassee.edu/dental/dh_application_2010.pdf))

The Dental Hygiene Program is one of the Associate of Applied Science Degree programs offered at Hiwassee College. Students that apply should be aware and understand the following:

Admission to the Dental Hygiene program is selective. It is Hiwassee College's goal to prepare graduates who are highly competent, ethical hygienists and who exhibit high standards of professionalism with patients. In order to achieve our program goals, admission criteria have been established to evaluate applicants as to their suitability.

Since there are more applicants than available space, admission is competitive. Meeting the minimum criteria merely allows you to submit an application and is not a guarantee of acceptance into the Dental Hygiene Program. Students who are not admitted must reapply each year. Alternate status does not guarantee a position in the next class to be admitted. Students who are enrolled in general education core courses at Hiwassee will be given priority, assuming they meet other academic qualifications.

The Dental Hygiene Program is competency based clinically. The student must maintain a satisfactory clinical performance and at least a 75% in each education course.

A student who withdraws from the program for whatever reason must apply for readmission. The student applying for readmission is NOT guaranteed a position in the next entering class. Except for the most extenuating circumstances, the student can apply for readmission only once.

Upon the successful completion of the Dental Hygiene Program with a GPA of 2.5 or better, the student will be awarded an Associate of Applied Science Degree. The student must then take the National Board Dental Hygiene Examination and apply for licensure in the state where she/he will want to practice.

Graduation from the Dental Hygiene Program and receipt of the degree do not guarantee the student will successfully pass the National Board and/or state/regional board.

**Program Competencies**

- At the completion of the Dental Hygiene Program, the student will be able to:
- Serve the community competently and ethically as a Registered Dental Hygienist.
  - Understand that treating those in the community involves respecting the individual, regardless of race, color, national origin, socioeconomic level, and medical and/or dental condition.
  - Understand the importance of research and engage himself/herself accordingly.
  - Seek involvement in the community.
  - Appreciate the importance of personal growth, professional commitment, and lifelong learning.

**Curriculum Outline**

General Education Courses	Hours Required
Chemistry 1010 – Principles of Chemistry	4
Communication 2120 – Oral Communication	3

English 1010 – Freshman Composition I	3
Psychology 1110 – General Psychology	3
Sociology 1010 – Introduction to Sociology	3
Math 1130 – College Algebra	3
Religion 2210 – The Religion of Judaism or	3
Religion 2220 – The Beginnings of Christianity	
College Studies 1000 – Great Beginnings	1
Public Programs	2
Health Core	
Biology 2010 – Human Anatomy and Physiology I	4
Biology 2230 – General Microbiology	4
Dental Hygiene Courses	
DH 1010 Dental Hygiene I – Preclinic	5
DH 1011 Dental Hygiene II – Advanced Instrumentation/	5
Special Needs	
DH 1020 Dental Hygiene – Pain Management: Local Anesthesia	9
DH 1030 Dental Radiography	4
DH 1040 Dental Materials	3
DH 1050 Oral Embryology and Histology/Tooth Morphology	3
DH 2010 Dental Hygiene III – Dental Research	5
DH 2011 Dental Hygiene IV – Adjunctive Procedures/Board	4
Preparation	
DH 2030 Periodontology	3
DH 2060 Pharmacology for the Dental Hygienist	3
DH 2090 Nutrition for the Dental Hygienist	3
DH 2240 Dental Public Health	3
DH 2260 Law and Ethics	1
DH 2280 Oral Pathology	3

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**Total Credit Hours 87**

(Additional information is found in the Application and Admissions Packet on the college's Website at [www.hiwassee.edu/dental/dh\\_application\\_2010.pdf](http://www.hiwassee.edu/dental/dh_application_2010.pdf))

## FORESTRY TECHNOLOGY (A.A.S.)

### ***Math and Science Division - Dr. Art Fowler, Chair***

The Forestry Technology program is for students wishing to enter directly into the workforce upon receipt of the A.A.S. degree. The program is designed to help students acquire technical knowledge, understanding, and abilities in the principles and practices involved in the production and utilization of forests and the conservation of water resources. Graduates should be qualified to enter into positions as forest technicians with state and federal forestry agencies and private forest industries.

### **Program Competencies**

The student will be able to:

- Understand Biblical concept of stewardship as it applies to natural resources.
- Understand the principles and terminology of forestry/wildlife/fisheries management.
- Utilize the tools of forest management such as map making, map reading, aerial photography interpretation, and area determinations.

## 84 ACADEMIC PROGRAMS

- Demonstrate proper use of forest measurement equipment such as magnetic compass, clinometer, Biltmore Stick, angle gauges & prisms, hypsometers, and proper pacing techniques.
- Describe the best management practices (BMP's) associated with forestry.
- Demonstrate the ability to identify trees and fruit for at least 75 species of East Tennessee.

<b>Basic Skills (13 s.h.)</b>	<b>Hours Required</b>
COLST 1000 – Freshman Orientation	1
ENGL 1010-1020 – Freshman Composition I & II	6
COMM 2120 – Oral Communication	3
CIS 1100 – Foundations of Information Technology	3
<b>Mathematics (6 s.h.)</b>	
MATH 1000 and MATH 1005	6
<b>Humanities (3 s.h.)</b>	
Any Literature (except 2900 & 3300)	3
<b>Religion (3 s.h.)</b>	
RELI 2210 or 2220	3
<b>Social or Behavioral Science (3 s.h.)</b>	
Select from History, Geography, Economics, Psychology, Sociology, or Political Science	3
<b>Public Programs (0.5 hr. per semester)</b>	2
<b>Total General Education Required Hours</b>	<b>30</b>
<b>Specified Hours in the Major (38 s.h.)</b>	
AGRI 2123 – Intro to Agribusiness Management	3
FORES 1000 – Forest Fire Management	2
FORES 1010 – Intro to Forestry, Wildlife, Fisheries	3
FORES 1020 – Dendrology	4
FORES 1110 – Forest Mensuration	4
FORES 1120 – Forest Ecology	4
FORES 2015 – Forest Insects and Diseases	3
FORES 2020 – Wildlife and Fisheries Management	4
FORES 2110 – Silviculture/Forest Management	4
FORES 2120 – Forest Recreation	3
FORES 2310-2320 – Forestry Internship	4
<b>Total Specified Hours in the Major</b>	<b>38</b>
<b>Total Hours Required for Graduation</b>	<b>68</b>

## CONTINUING EDUCATION PROGRAMS

Hiwassee College is committed to the total education of citizens in our geographic region. It strives to extend the resources of the College to all major segments of the community. The Division of Continuing Education provides courses for a variety of needs. These include courses for those in need of training for specific skills, those in need of retraining or upgrading in certain professional or vocational areas, those desiring courses to improve the quality of life and learn for the "sake of learning."

Programs are offered both on and off campus, during the day and evening, and in a variety of delivery modes. Off-campus programs may be conducted at a variety of sites including public schools, community centers, business and industrial sites, churches, and other convenient locations.

Most of the programs offered by the division are eligible for continuing education units (C.E.U.s). A C.E.U. is defined as "10 contact hours of participation in an organized continuing education experience under capable direction and qualified instruction." Permanent individual records are maintained indicating the number of C.E.U.s awarded to each participant. Certificates of completion are also awarded by certain agencies outside the College when co-sponsorship of a course is involved.

A variety of non-credit courses, seminars, and workshops are offered to the public for professional growth and personal enrichment. By design, these non-credit courses tend to draw upon the resources in the community to provide life enrichment experiences.

Charges for non-credit courses are established on an individual course basis, depending on such elements as length of course, materials, instructional costs, etc. Costs for other programs and services are also determined on an individual basis.



## COURSE DESCRIPTIONS

## ACCOUNTING

### **2010 - Principles of Accounting I**

Introduction to principles of financial accounting with emphasis on recording, reporting, and interpreting financial information. Three hours credit. Fall.

### **2020 - Principles of Accounting II**

Introduction to principles of managerial and cost accounting with emphasis on providing information for business decisions. Prerequisite: Accounting 2010. Three hours credit. Spring.

## AGRICULTURE

### **1010 - Perspectives in Agriculture and Associated Natural Resources**

Introduction to agricultural history, the importance and relationship of agriculture to today's economy, marketing farm products, the infrastructure surrounding agriculture, and the business of cooperatives. The impact of biotechnology on social issues in rural communities plus more current topics. One hour credit. Fall.

### **1110 - Environmental Horticulture**

Basic plant sciences and their relationship to ornamental horticulture. An introduction to awareness of, and appreciation for, plants utilized in everyday lives. Exposure to floriculture, turf management, greenhouse management, and landscape design. Three hours credit. Spring.

### **2121 - Introduction to Crop Science**

Introduction to crops for food production around the world. Systems explained from "slash and burn" to the latest biotechnology and no-till systems. Emphasis placed on soil formation, physical and chemical properties of soils, and interrelationships with plants; detailed management practices on several specific crops with crop budgets. Prerequisite: 8 hours of biological science. Three hours credit. Fall or Spring.

### **2122 - Introduction to Turfgrass Management**

Introduction to the turfgrass industry, turf, warm, and cool season grasses. The course will deal with soil, fertility, mowing, watering, weeds, and pests. Practical work with outdoor materials will be utilized as well as classroom instruction. Three hours credit. Spring.

### **2123 - Introduction to Agribusiness Management**

Introduction to agribusiness; the four functions of management and how they relate to budgeting, forecasting, sales, and other factors. Agricultural firms structures are evaluated and the cooperative system is studied in detail. Breakeven analysis and financial statements are also included. Three hours credit. Spring.

### **2200 - Anatomy and Physiology of Farm Animals (Also listed as Equine Science 2200)**

Survey of different anatomical systems including skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, and digestive and comparative analysis between species along with physiology associated with each. Prerequisite: Biology 1020 or 1120. Two lectures and one lab. Three hours credit. Fall.

### **2281 - Farm Animal Health and Management Practices**

Introduction to health and herd management systems for dairy and beef cattle, horses, sheep, goats, swine, and poultry. Applied animal behavior techniques, restraint systems, and welfare. Current topics on waste management, health systems, biosecurity, and computer record keeping systems. Reproduction, nutrition, and mastitis management including proper milking techniques will be covered. Two lectures and one 4-hour lab. Four hours credit. Spring.

**2400 - Horses and Horsemanship (Also listed as Equine Science 2400)**

Basic study of equine science; skills will be taught such as haltering, grooming, equipment use, trailering, etc. Basic training and knowledge of gaits will be emphasized. Health care, nutrition, and management of breeding animals, pleasure horses, and performance horses will be presented in detail. Practical lab experience is integrated into the three hours of lecture each week. Three hours credit.

**2600 - Animal Industry and Market Evaluation**

Production and structure of food animal and horse industries. Evaluation of various livestock both visually and with performance data programs. Market classes and grades of meat animals plus marketing of milk, eggs, and other agricultural commodities. Three hours credit. Fall or Spring.

**2800 - Horse Evaluation (Also listed as Equine Science 2800)**

Evaluation of horses for soundness and functional efficiency and the relationship of form to function. Evaluation of conformation and performance in various breeds of horses. Includes oral reasons. Two hours credit. Spring.

**2990 - Agricultural Internship**

A student is assigned to the college farm or some type of agriculturally-related business according to his/her major interests. A student must be on the job a minimum of six hours per week plus a one hour on-campus, weekly seminar. Prerequisite: Satisfactory completion of three semesters of study and approval of the department. Three hours credit. Spring.

**ART****1210 - Introduction to Drawing**

A study of drawing skills including line, tone, space, form, and composition as well as exploring various types of applications of perspective. Studio format. Three hours credit. Not offered on a regular basis.

**1220 - Introduction to Painting**

Introduction to painting explores the basics of the fine art of painting. Students will paint a variety of subjects using a variety of painting media such as acrylic, watercolor, and ink. Emphasis will be placed on color and expression. Studio format. Three hours credit.

**2900 - Special Topics**

Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

**BIOLOGY****1010-1020 - Introduction to Biology I-II (for Non-Science Majors)**

Study of cells, cell processes, ecology, taxonomy, responsiveness, coordination, metabolism and related processes, reproduction, development, genetics, and general plant and animal morphology and physiology. Satisfactory completion of 1010 is a prerequisite of 1020. A student may not receive credit for both Biology 1010-1020 and Biology 1110-1120. Biology 1110 can serve as prerequisite for Biology 1020. Three lectures and one laboratory per week. Four hours credit each semester. 1010 - normally offered Fall. 1020 - normally offered Spring.

**1110-1120 - General Biology I-II (for Science Majors)**

Primarily intended for majors and pre-professional students. Must be taken in sequence. A student may not receive credit for both Biology 1010-1020 and Biology 1110-1120. Biology 1010 can serve as prerequisite for Biology 1120 with approval of instructor. Three lectures and one laboratory per week. Four hours credit each semester. 1110 normally offered Fall. 1120 normally offered Spring.



**1210-1220 - Fundamentals of Botany I-II**

Chemical basis of life, cell structure and function, energy metabolism, cell division and genetics. Classification, including introduction to taxonomy through tree identification; survey of bacteria, algae, fungi, bryophytes, and vascular plants with emphasis on morphology, internal anatomy, life cycles, fossil record, and evolutionary relationships. Plant growth, growth regulation, uptake and transport, and ecology and environmental concerns. Students may not receive credit for both Biology 1210-1220, and Biology 1010-1020 or 1110-1120. Three lectures and one 2-hour laboratory each week. Four hours credit each semester. 1210-Fall. 1220-Spring.

**2010 - Human Anatomy and Physiology I**

Fundamental principles of structure and function of the organ systems of the human body. For nursing and other majors requiring a detailed examination of the topic. First course in a two-course sequence (see Biology 2020). Three lectures and one laboratory period per week. Four hours credit. Fall

**2020 - Human Anatomy and Physiology II**

A continuation of Biology 2010. Prerequisite: Biology 2010. Three lectures and one laboratory period per week. Four hours credit. Spring.

**2230 - General Microbiology**

Introductory course dealing with the fundamental characteristics of microorganisms and techniques used in their study. Special emphasis is given to bacteria. Two lectures and two laboratory periods per week. Prerequisite: One year of college science or permission of the instructor. Four hours credit. Spring.

**3010 - Principles of Genetics**

An indepth study of the molecular basis of inheritance. Course will cover Mendelian laws, population genetics, chemical basis of DNA and RNA, transcription, translation, role of enzymes, gene function and regulation, mutation, evolutionary and quantitative genetics. Labs focus on current methods in genetic studies. Four hours credit. Prerequisites: Biology 1110-1120, Chemistry 1010-1020.

**BUSINESS ADMINISTRATION****1310 - Introduction to Business**

A survey course designed to examine the fundamental concepts and functions of business; emphasis placed upon areas of management, marketing, accounting, finance, economics, and law; skills and terminology necessary for success in subsequent courses in these areas. No prerequisites. Three hours credit. Offered as needed.

**2010 - Business Communication**

Survey of methods of communication in business; emphasis on development of skills necessary for the preparation of business letters, memos, and reports; effective oral communication skills. Three hours credit. Spring.

**2110 - Introduction to Business Statistics**

Introduction to statistical analysis. Topics include descriptive statistics, elementary probability, probability distributions, sampling distributions, estimation, hypothesis testing, linear correlation and regression, and chi-square testing. Prerequisite: Math 1130 and 1730 or consent of instructor. Three hours credit. Spring.

**2130 - Business Functions**

An examination of the application and integration of fundamental business functions. Includes aspects of finance, information management, logistics, marketing, operations, and organizational behavior. Prerequisites: Economics 2010, Accounting 2010, Computer Information Systems 1020 or equivalent. Four hours credit. Spring.

**2900 - Special Topics**

Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

**3210 - Principles of Marketing**

Basic concepts and functions of marketing; analysis of research and development, pricing, distribution, and promotion with respect to opportunities and constraints presented by consumers; the regulatory environment and competition. Prerequisite: Sophomore standing or consent of instructor. Three hours credit. Offered as needed.

**3310 - Business Law**

Basic introduction to the American legal system and its relationship to business. Areas to be examined include government regulation, consumer protection, contracts and torts, crimes, personal and real property, sales and agency. Three hours credit. Not offered on a regular basis.

**3410 - Principles of Management**

An introduction to the theories and processes of management; basic management functions of planning, organizing, directing, and controlling are emphasized as the fundamentals of problem solving and decision making. Three hours credit.

**CHEMISTRY****1010 - Principles of Chemistry**

An introductory course covering major topics in general chemistry. Topics include chemical bonding, molecular and ionic structure, states of matter, mixtures, acid-base and oxidation-reduction chemistry, reaction rates, and equilibria. Will not substitute for Chemistry 1110. Three lectures and one lab. Four hours credit. Fall.

**1020 - Organic and Biochemistry**

An introductory course in which important classes and reactions of organic molecules are studied; biochemical molecules including proteins, carbohydrates, lipids, and nucleic acids will be investigated with attention given to structure-function relationships. Prerequisite: Chemistry 1010 or 1110. Three lectures and one lab. Four hours credit. Spring.

**1110-1120 - General Chemistry I-II**

A basic sequence designed for those students who may require more than one year of chemistry including (but not limited to) biology and chemistry majors, and those who are in Pre-Medical, Pre-Dental, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Engineering curricula. Topics in 1110 will include elements, compounds, atomic theory, the periodic table, thermo chemistry, bonding, stoichiometry, gas laws, and solutions chemistry. Topics in 1120 will include reaction rates, chemical equilibria, acid-base and oxidation-reduction reactions, electrochemistry, a descriptive study of important elements and their periodic properties, and a brief overview of organic chemistry. Must be taken in sequence. Prerequisite for 1110: two years of high school algebra or a satisfactory score on the Toledo Chemistry Placement Examination. Three lectures and one lab. Four hours credit each semester. 1110-Fall. 1120-Spring.

**2010-2020 - Organic Chemistry I-II**

A comprehensive study of the chemistry of compounds of carbon. A functional-group approach will be used with emphasis on reaction mechanisms and syntheses. Spectroscopic methods as tools for structure determination will be described. Prerequisite: Chemistry 1120. Three lectures and one lab per week. Four hours credit each semester. 2010-Fall. 2020-Spring.

## COLLEGE STUDIES

### 1000 - Great Beginnings

A course designed to smooth the transition from high school to the academic and social life of college. Areas of instruction include college structure, critical thinking, study skills, healthy lifestyle, values clarification, and social skills. One hour credit. Fall and Spring.

## COMMUNICATION

### 1200 - Introduction to Mass Communication

A survey course that examines the mass media; its characteristics, history, and impact on American society. Three hours credit. Fall.

### 1500 - Interpersonal Communication

A focus on non-verbal communication. A study of the processes by which thoughts, actions and feelings affect and are affected by the communication environment. Three hours credit. Spring.

### 2010 - Film Appreciation

Designed to give students a better understanding of film—its history, art, terminology, and impact. By viewing and analyzing the dramatic, artistic, and communicative form of the motion picture, the student will utilize and develop key skills in oral communication, writing, listening, and observation. Major motion pictures will be viewed and evaluation is based on attendance, classroom discussion, reading assignments, examinations, and written critiques. Prerequisite: English 1010. Three hours credit. Fall or Spring.

### 2120 - Oral Communication

Basic theories and practices with special attention given to the process of communicating to small groups in an organized and concise fashion. Prerequisite: English 1010. Three hours credit. Fall and Spring.

### 2140 - Research Methods for Social Science

A survey of the quantitative, qualitative, and rhetorical methods most commonly used for research in communication. Topics include the nature of the research process; research ethics; academic vs. applied research; evaluating research; and a discussion of specific research methods such as experimental design, statistical interpretation, survey research, individual and group interviewing, sampling and polling, content analysis, ethnography, qualitative analysis techniques, and rhetorical analysis. Prerequisite: Sophomore standing or permission of instructor. Three hours credit.

### 3010 - Organizational Communication

Theory and function of communication within businesses, government, hospitals, schools, industrial firms, and other organizations with emphasis on concepts and principles needed for effective communication. Three hours credit. Offered as needed.

### 3020 – Principles of Public Relations

Study of the development, planning, and implementation of communication programs and campaigns. Emphasis on the professional practices and ethical standards important to effective communication within organizations, and between organizations and their publics. Prerequisites: COMM 2120 and permission of instructor. Three hours credit.

### 3040 - Argumentative Persuasion

Basic theories and practices with special attention given to the process of communicating to small groups in an organized and concise fashion. Prerequisite: English 1010. Three hours credit. Fall and Spring.

## COMPUTER INFORMATION SYSTEMS

### 1020 - Application of Business Software

A practical investigation of business software including word processing, spreadsheet, database management and online database searching, electronic communication, and the skills necessary to integrate electronic information from various sources into an information system. Combined lecture/lab. Software used includes the following: Microsoft Windows Operating System, MS Word, Excel, Access, PowerPoint, and Internet Explorer. Three hours credit.

### 1100 - Foundations of Information Technology

Students will gain a working knowledge of word processing, spreadsheets, electronic communication (including e-mail and the Internet), and online database searching and will learn the skills necessary to integrate electronic information from various sources. Students learn through both lecture and hands-on experience. Three hours credit. Fall and Spring.

### 1140 - Desktop Publishing

Provides students with instruction and hands-on experience with a variety of microcomputer-based desktop publishing skills. Includes use of scanners, laser printers, handling of TIFF, PIC, and other common file formats, along with various text sizes and fonts for preparation of pamphlets, newsletters, brochures, and other printed documents. Prerequisite: CIS 1100 or consent of instructor. Three hours credit. Spring.

### 2150 - World Wide Web Design

Introduction to the World Wide Web as both a user and a developer. Designed to take the user from creating Web pages to designing a large Web site. Emphasis will be on the use of existing software applications that generate Web-ready code. Other topics will include HTML, multimedia integration, and browser plug-ins. Laboratory use of software and team participation are an integral part of this course. Prerequisite: CIS 1100 or consent of the instructor. Three hours credit.

### 2900 - Special Topics

Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

## CRIMINAL JUSTICE

### 1010 - Introduction to Criminal Justice

An overview of the criminal justice system designed to acquaint students with the major components of the criminal justice process - police, courts, and corrections - as well as contemporary issues. Three hours credit. Fall.

### 1110 - America's Court System

An analysis of State and Federal court systems in the United States. The structure and function of criminal courts as well as the role of judges, prosecutors, defense attorneys, juries, and clerks are examined. Three hours credit. Alternating Spring semesters.

### 1210 - Crime and Its Prevention

An examination of the historical development of police as a law enforcement agency and its particular function in the criminal justice system. The nature of the work and the role of police in society are considered. Three hours credit. Alternating Spring semesters.

### 1310 - Criminal Justice Administration

A survey of administrative principles, elements, practices, and procedures of management and administration that are essential to the operation of criminal justice agencies. Three hours credit. Spring semesters, alternating with Criminology.

**2010 - Juvenile Justice**

Studies traditional and contemporary views of juvenile delinquency. Historical development of juvenile law and the juvenile justice system within the context of the criminal justice system. Three hours credit. Alternating Fall semesters.

**2110 - Corrections**

American correctional theories and practice. Examines historical development and issues in contemporary correctional administration. Three hours credit. Alternating Spring semesters.

**2210 - Criminal Law and Procedure**

An examination of the historical foundations of criminal law, elements of crime, purposes and functions of law, defenses to prosecution, and limits to the law. Three hours credit. Alternating Fall semesters.

**2410 - Internship**

Provides an opportunity to develop practical application of learned information in a criminal justice setting. Requires 50 hours of field work for the semester, weekly seminar with faculty to guide and evaluate the learning experience, and completion of CRIM 1010 and Sophomore standing. Three hours credit. Spring. May not be taken more than once for credit.

**2900 - Special Topics**

Designed for students who wish to study areas not offered in the regular curriculum or in addition to the regular offerings. Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

**3200- Society and Law (Also listed as Sociology 3200)**

Exploration of the major issues and debates of law and social change. Topics will include the functions and forms of social control and the different forms of law that focus on freedom and coercion. This course will also explore legal developments through key appellate and Supreme Court cases. Three hours credit.

**3400- Victimology**

Focus is on the victims rather than the offenders, including the relationship between victims and offenders, the criminal justice system, social organizations, and various types of offenses against victims. Includes the study of the nature and theories of victimization, victim service programs, and the rights of victims. Three hours credit.

**3600 - Criminology (Also listed as Sociology 3600)**

The nature and scope of crime with emphasis on the social and psychological causes are studied. Emphasis will be placed on criminological theories and the application of theories to current crime issues. Three hours credit. Spring semesters, alternating with Criminal Justice Administration.

**3800 - White Collar Crime**

Basic concepts and theories of organized and white collar crime including the dynamics of white collar and organized offenders, their victims, and the cost of these crimes. Also explains the public's perception of white collar and organized crime. Three hours credit.

**DENTAL HYGIENE****DH 1010 Dental Hygiene Preclinic****5 Credits (3-6)**

This course is designed to provide the history, basic theory, concepts, principles and fundamental skills of dental hygiene. Emphasis is placed on infection control, medical histories, medical emergencies, patient assessment, and instrument design. Upon completion students should be able to take and evaluate a medical history including vital signs, adhere to infection control protocol, assess and record periodontal

pocket depth, complete dental charting, and correctly recognize and utilize dental hygiene instruments in the detection and removal of hard and soft deposits as well as proper administration of appropriate fluorides. Three lectures and one laboratory period per week.

### **DH 1011 Dental Hygiene I – Special Needs Patient**

**5 Credits (2-9)**

PREREQUISITES: DH 1010, DH 1030

This course is designed to help students develop assessment and instrumentation skills necessary to provide comprehensive dental hygiene care to a variety of patients. Emphasis is placed on assessment, treatment planning, patient education, oral hygiene instruction, tissue evaluation, the removal of hard and soft deposits, follow up treatment, and referrals as necessary. This course will also provide classroom instruction as well as clinical experiences with special needs patients. Students will gain an understanding of indications, contraindications, and complications of treating a variety of special needs patients including pediatric, pregnant, preadolescent, postmenopausal, gerodonic, and patients with cleft lip or palate, cancer, prevalent chronic and acute illnesses, and patients with a variety of impairments and disabilities including mental, physical, and developmental. Students will also be trained to recognize abuse and neglect and respond appropriately. One lecture and two clinicals per week.

### **DH 1020 Dental Hygiene II- Pain Management**

**9 Credits (3-4-12)**

PREREQUISITES: DH 1010, DH 1030, DH 1011

This course begins with a review emphasizing the basic fundamentals of instrumentation and introduction to implant instrumentation then progresses into pain control management. Pain control management provides the essential techniques of safely delivering local anesthesia and nitrous oxide sedation for pain control management in the dental practice. Focus includes preparation, safety, technique, complications, chart calculations and recording, and legal considerations as well as hands on delivery of local anesthetics and nitrous sedation. One lecture and three clinicals per week.

### **DH 1030 Dental Radiography**

**4 Credits (3-2)**

This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Emphasis is placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral and extra oral radiographic techniques. Students will be taught to produce diagnostically acceptable intra and extra oral radiographs as well as process and mount for diagnostic purposes. Two lectures and one laboratory period per week.

### **DH 1040 Dental Materials**

**3 Credits (2-2)**

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Emphasis is placed on history, composition, properties and uses of materials. This course will enhance the ability of the student to make decisions in a clinical setting regarding the use of dental materials with consideration of how they react in the oral cavity specifically direct and indirect restorative materials, preventative materials, impression materials, dental bases, liners, and cements, whitening agents, temporary restorative materials, and sealant materials. One lecture and one laboratory per week.

### **DH 1050 Dental Anatomy/Embryology/Histology**

**3 Credits (3-0)**

This course will provide an introduction to dental terminology and cover an intense study of the structure and function of the cells and tissues of the body with emphasis on the head, neck, and oral cavity with specific focus being placed on the dentition. The embryological development of these structures will be traced providing a foundation for the understanding of dental and oral disease. This course will also address the basic facts of dental anatomy and tooth morphology as well as healing and repair of oral structures. Upon completion the student should be able to identify and discuss the anatomical structures along with their functions, and the embryological development.

**DH 2010 Dental Hygiene III- Dental Research****7 Credits (3-12)**

PREREQUISITES: DH 1010, DH 1030, DH 1011, DH 1020

This course will address dental literature and its impact on the profession of dental hygiene. The lecture component of this course will enable the student to become sophisticated consumers of dental research by providing an understanding of scientific method, inductive models, observation, experimentation, research strategies, measurement, presentation of results, statistical inference, reliability, sensitivity, and specificity of diagnostic tests and measurements. Students will also develop critical thinking and information management skills that will enable them to locate, understand, and critically evaluate dental literature. The clinical portion of this course will provide the student with the opportunity to develop advanced hygiene clinical skills with an emphasis being placed on data collection, assessment, treatment planning, patient education, oral hygiene instruction, nutritional counseling, instrumentation and evaluation of periodontal patients as well as root desensitization. Upon completion students should be able to provide comprehensive treatment for periodontal patients. One lecture and two clinical periods per week.

**DH 2011 Dental Hygiene IV-Community Dentistry/Board Prep 2 Credits (0-12)**

PREREQUISITES: DH 1010, DH 1030, DH 1011, DH 1020, DH 2010

This course is designed to provide the student with the opportunity to deliver and evaluate advanced clinical hygiene treatment to periodontal patients. Emphasis will be placed on air polishing, ultrasonic scaling, soft tissue curettage, root planing, subgingival irrigation, use of chemotherapeutics, and patient and time management. Upon completion students will be able to provide comprehensive non-surgical periodontal therapy, evaluate treatment effectiveness, recognize the need for referral for surgical periodontal therapy, and help patient establish and maintain optimum oral health. Student will be provided with outside learning opportunities such as observing periodontal surgery, performing dental hygiene services in community public health settings, and providing dental screenings and oral hygiene instructions in Headstart programs. Students will be required to participate in a mock board examination in preparation for the SRTA licensing examination. One clinical period per week.

**DH 2030 Periodontology****3 Credits (3-0)**

This course will provide information and will study periodontal anatomy, normal periodontal tissues, etiology, pathology, immunology, and clinical and radiographic manifestations of periodontal disease. Emphasis is placed on an intense comprehensive study of chronic inflammatory periodontal disease including the nonsurgical and surgical therapy and pain control. Upon completion students should be able to discuss the etiology, predisposing factors, immunology, assessment, diagnosis, treatment planning, prognosis, treatment and evaluation for referral of periodontal disease. Specific topics will include periodontal disease complexity, prevention of the disease, treatment, drug therapy, and osseous integration.

**DH 2060 Dental Pharmacology****3 Credits (3-0)**

This course will address the study of pharmacology as it relates to the clinical practice of dental hygiene. Emphasis will be on the drugs and drug groups most commonly encountered in dentistry. Oral manifestations of drugs prescribed for the dental patient will be addressed. This course is designed to provide the dental hygiene student with basic drug/pharmaceutical terminology, information regarding drug action, dosage, administration routes, adverse reactions, and basics of anesthesiology. Focus will be on the dental hygiene student's knowledge of drugs in understanding patient's medical histories and necessary treatment modifications.

**DH 2090 Nutrition****3 Credits (3-0)**

Basic principles of chemistry, biochemistry, and nutrition in health and disease with emphasis on the relationship between nutrition and dental caries or periodontal disease will be presented. Focus is on nutritional counseling in preventative dentistry. Upon completion student should be able to correlate nutrition and dental health, provide counseling, and develop dietary plans for patients.

**DH 2240 Dental Public Health****3 Credits (3-0)**

This course is designed to study oral health promotion and disease prevention in the community. The concepts, problems, epidemiology, and statistics of public dental health will be addressed. Emphasis will be placed on planning, implementing, and evaluating dental health presentations and community health programs. Upon completion students should be able to develop lesson plans, objectives, and visual aids to deliver an effective dental health presentation in the community and develop an effective public health program which addresses the needs of the community. Topics include preventative measures, financing of dental care, dental care delivery in the United States and around the world, dental health education and promotion, and legislative initiatives affecting dental hygiene.

**DH 2260 Dental Law and Ethics****1 Credit (1-0)**

This course is designed to give students the necessary knowledge to affirm their ethical and legal rights and obligations. Ethical theory and philosophy as well as principles and values will be defined. A review of the ADHA Code of Ethics and the ADA Principles of Ethics and Code of Professional conduct will be evaluated. Ethical decision making, risk management and liability will be discussed. Students will become familiar with the Tennessee Dental Practice Act and better prepared for any legal or ethical dilemmas that may arise in their future practice as a dental hygienist.

**DH 2280 Oral Pathology****3 Credits (3-0)**

This course is designed to introduce oral pathology with consideration of common diseases affecting the human body. Oral diseases and pathological conditions of the mouth, teeth and their supporting structures will be the emphasis of this course. Upon completion students should be able to identify oral diseases, discuss etiology, clinical features, treatment, and prognosis.

**ECONOMICS****2010 - Introduction to Macroeconomics**

A study of the nature and scope of economics: different economic systems, basic economic problems, national income accounting, commercial banking, and the federal reserve system; fiscal and monetary policy; and international economics. Prerequisite: Sophomore standing or consent of instructor. Three hours credit. Fall.

**2020 - Introduction to Microeconomics**

A study of the basic economic concepts underlying the market system, examination of the price system, demand and supply, consumer choice, market structures, and resource allocation. Prerequisite: Sophomore standing or consent of instructor. Three hours credit. Spring.

**EDUCATION****1010 - Foundations of Education**

A study of the influence of historical, philosophical, and sociological factors on the development of American education. Analysis of contemporary educational theory and practice and the role of the school in American society. Emphasis on professionalism, curriculum issues, modern theory, organizational patterns, and subject matter selection. Students will complete 20 hours of classroom observations in the public schools. Three hours credit. Fall.

**1200, 1210, 1220, 1230 - Reading Tutor Practicum (Also listed as English 1200, 1210, 1220, 1230)**

Students participate in a 5-week reading program at the Boys and Girls Club of Monroe County with fifteen hours of contact time in preparation and tutoring. Students keep a journal for reviewing their experiences and considering the application of concepts of reading theory. One hour credit each semester. Students may take no more than two practicums per semester and may apply a maximum of eight (8) hours practicum credit toward graduation.



**2210 - Educational Psychology (Also listed as Psychology 2210)**

A study of human behavior and learning treated in the context of education processes. The nature of various mental characteristics such as intelligence, interest, knowledge, measurement, appraisal, and their significance for educational goals. Elementary descriptive and inferential statistics. Prerequisite: Psychology 1110-1120. Three hours credit. Spring.

**2310 - Introduction to Early Childhood Education**

An introductory course in early childhood development and education, the purpose of which is to present, describe, and apply major concepts and principles related to the field of early childhood education. Observations in various child care settings are an integral part of the course. Three hours credit. Offered as needed.

**ENGLISH****0880 - Developmental Reading I**

A course designed to introduce basic readers to those skills necessary to succeed in the collegiate reading environment. Emphases include textbook navigation and comprehension; determination of subject matter; identification of main ideas, supporting details, and organizational styles; and vocabulary development. Placement in course based on entrance exams. Students who complete DSE 0880 with a grade of A may be excused from taking DSE 0890 with the approval of the Director of Developmental Studies. Otherwise, students who are placed in DSE 0880 as a condition of their admission must pass both DSE 0880 and DSE 0890 with a grade of C or better. Three hours institutional credit. Fall and Spring.

**0890 - Developmental Reading II**

A course designed for intermediate readers which builds on those skills acquired in DSE 0880 and exposes the student to additional skills necessary to thrive in future college endeavors. Emphases include the ability to judge relationships and make inferences about texts, identify figurative language usage, and to use the methods of critical thinking in discussion and selected essays. Placement in course based on entrance exams or successful completion of DSE 0880, if previously required. Students who are placed or enrolled in DSE 0890 must pass with a grade of C or better. Three hours institutional credit. Fall and Spring.

**0970 - Developmental Study Skills**

A course designed for the academically underprepared student which emphasizes enhancement of those skills necessary in order to function at the collegiate level. Emphases include note taking, reading, writing, listening, and memory skills, as well as information acquisition. One hour credit. Offered as needed. \*

\*Course does not take the place of COLST 1000 and is to be taken during the second half of the semester after the completion of COLST 1000.

**0980 - Developmental Writing I**

A course designed for the basic writer which introduces the student to those skills necessary for success in the collegiate writing environment. Emphases include identification and application of elementary grammar skills, sentence and paragraph development, and knowledge of the basic writing process. Placement in course based on entrance exams. Students who complete DSE 0980 with a grade of A may be able to enroll in English 1010 with the approval of the Director of Developmental Studies. Otherwise, students who are placed in DSE 0980 as a condition of their admission must pass both DSE 0980 and DSE 0990 with a grade of C or better before enrolling in ENGL 1010. Three hours institutional credit. Fall and Spring.

**0990 - Developmental Writing II**

A course designed for the intermediate writer which builds on those skills acquired in DSE 0980 and challenges the student to develop additional skills necessary for success in future collegiate writing endeavors. Emphases include application of the basic writing process, identification of language usage

and essay styles, knowledge of MLA formatting, and creation of various styles of essays. Placement in course based on entrance exams or successful completion of DSE 0980. Students who are placed or enrolled in DSE 0990 must pass with a grade of C or better before enrolling in ENGL 1010. Three hours institutional credit. Fall and Spring.

### **1010 - Freshman Composition I**

Principles and practice of effective writing; frequent themes, exercises, and selected readings; attention to individual problems of grammar usage. Students must secure credit for 1010 before beginning any other English course. Three hours credit. Fall, Spring, and Summer.

### **1020 - Freshman Composition II**

Continuation of composition and study of literary genres. A research paper is required. Prerequisite: English 1010. Three hours credit. Fall, Spring, and Summer.

### **1200, 1210, 1220, 1230 - Reading Tutor Practicum (Also listed as Education 1200, 1210, 1220, 1230)**

Students participate in a 5-week reading program at the Boys and Girls Club of Monroe County with fifteen hours of contact time in preparation and tutoring. Students keep a journal for reviewing their experiences and considering the application of concepts of reading theory. One hour credit each semester. Fall and Spring. Students may take no more than two practicums per semester and may apply a maximum of eight (8) hours practicum credit toward graduation.

### **1600, 1610, 1620, 1630 - Literary Magazine Practicum**

Production of The Bat Creek Review, the College literary magazine. One hour credit each semester. Fall and Spring. Students may take no more than two practicums per semester and may apply a maximum of eight hours practicum credit toward graduation.

### **2210 - British Literature, Beginning to Eighteenth Century**

A survey of the literature of England from the Anglo-Saxon Period through the Eighteenth Century; representative literary selections. Prerequisites: English 1010 and 1020. Three hours credit. Fall.

### **2220 - British Literature, 1800 to Present**

A survey of the literature of England from the Romantic Period to the present time. Prerequisite: English 1010 and 1020. Three hours credit. Spring.

### **2410 - Western Literature I**

A survey of masterpieces from the ancient world to the Renaissance. Prerequisite: English 1010 and 1020. Three hours credit. Fall.

### **2420 - Western Literature II**

A survey of masterpieces from the Enlightenment to the 20th century. Prerequisite: English 1010 and 1020. Three hours credit. Spring.

### **2700 – Introduction to Creative Writing**

Exploration of the principles of writing poetry and prose through extensive reading of other writers' works and intensive writing in a workshop format. Other genres, such as creative nonfiction and drama, may be covered. Emphasis on students' creative expression and revision. Requires payment of copy fee. Prerequisite: English 1010 or permission of instructor. Three hours credit.

### **2900 - Special Topics**

Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

### **3110 - American Literature, Beginning to 1860**

A survey of the literature of the United States from its beginning through the Romantic Period. Prerequisite: English 1010 and 1020. Three hours credit. Fall.

**3120 - American Literature, 1860 to Present**

A survey of the literature of the United States from the Romantic Period through the Twentieth Century. Prerequisite: English 1010 and 1020. Three hours credit. Spring.

**3300 - World Drama (Also listed as Theatre 3300)**

A study of drama as literature. Plays will be selected from the literature of different cultures and historical periods. A critical look at how these selections affected and were affected by their times. This course does not meet the Literature requirement for any degree program but serves as a general elective. Prerequisites: English 1010 and 1020. Three hours credit. Fall or Spring.

**3510 - Shakespeare's Comedies**

A study of the major comedies of William Shakespeare in their classical and renaissance contexts. Works will include *As You Like It*, *Measure for Measure*, *A Midsummer Night's Dream*, etc. Prerequisites: English 1010-1020. Three hours credit.

**3520 - Shakespeare's Tragedies**

A study of the major tragedies of William Shakespeare in their classical and renaissance contexts. Works will include *King Lear*, *Hamlet*, *Othello*, *Antony and Cleopatra*, etc. Prerequisites: English 1010-1020. Three hours credit.

**3600 – Professional Writing**

This course reinforces and extends undergraduate writing competency to proficiency demanded in business and other professions and in graduate programs. Emphasis on effective communication in professional letters, memos, e-mails, reports for specific organizations, executive summaries and proposals, and other business/professional documents. Students will also complete a resume and cover letter. Prerequisites: English 1010, 1020; Communications 2120. Minimum student level: junior. Three hours credit.

**ENGLISH AS A SECOND LANGUAGE**

International students placed in English as a Second Language (ESL) courses must earn a minimum of five hours of credit in ESL 0880, ESL 0980, and/or ESL 0290 with a grade of "C" or better before taking English 1010.

**0880 - Reading and Conversation**

Reading and conversational skills for international students. Reading skills such as skimming, scanning, reading for detail, vocabulary development, identifying main and supporting ideas with both fiction and nonfiction. Development of conversation skills through discussions and presentations. Placement based on entrance examinations. Three hours institutional credit. Fall, or as needed.

**0980 - English Composition**

Writing skills to assist international students in becoming more effective writers beginning with writing descriptive sentences, moving into writing different kinds of paragraphs, and finishing with essays. Attention will be given to individual grammar problems, letter writing, and writing for different audiences. Placement based on entrance examinations. Three hours institutional credit. Fall, or as needed.

**0290 - Special Topics**

Conversational skills practice including listening comprehension, idioms, and pronunciation. Attention to individual problems in grammar usage. Usually two hours institutional credit, but may vary. Spring, or as needed.

## 100 COURSE DESCRIPTIONS

### EQUINE SCIENCE

#### **1000 Equine Basic Safety**

Introduction to safety around horses while doing basic ground work, restraints and how to catch, lead, and tie a horse. Apply basic safety skills to stalls, paddocks, and pastures. Understanding results of failure of tack and equipment. Discuss safe loading and trailering techniques. One hour credit.

#### **1010 - Basic Equitation\* (Also listed as PE 1041)**

Riding course designed to provide the student with a correct basic seat and safe, effective techniques for riding basic exercises. Covers correct grooming and tacking up techniques. Two one-hour labs. One hour credit. Fall. May be used to satisfy PE activity graduation requirement.

#### **1020 - Novice Equitation\* (Also listed as PE 1042)**

Riding course designed to build upon skills learned in Basic Equitation. Knowledge of concepts is incorporated with practice riding elementary school figures, simple jumping and gymnastic exercises to confirm the rider's seat, and use of aids. Riders will focus on riding a variety of horses to gain confidence. Prerequisite: Equine Science 1010. Two one-hour labs. One hour credit. Spring. May be used to satisfy PE activity graduation requirement.

#### **1110 - Introduction to Training the Horse**

Course covers the basic concepts of a variety of traditional and modern training methods. Course will cover an understanding of the horse's natural behavior, instincts, and ability to learn. Students will learn the use of aids, tack, equipment, schooling exercises, and training techniques to develop a calm, obedient, forward-moving horse. One hour lecture and two one-hour labs. Two hours credit. Fall.

#### **1200 - Stable Management**

Course covers management of a horse facility on a day-to-day basis. Will study how top horse facilities are designed and operated, and study what top horse care professionals do. Will also cover record-keeping, assisting the farrier and veterinarian, application of stable bandages, blankets, cleaning the barn, and other daily practices of a well-run horse facility. One hour lecture, two-hour lab. Two hours credit. Fall and Spring.

#### **2010 - Intermediate Equitation\***

Riding course designed to explore more advanced riding techniques focusing on influencing the horse with the seat, more complex jumping exercises, and putting the horse on the bit. Riders will focus on how dressage principles affect all other aspects of riding. Prerequisite: Equine Science 1020. Two one-hour labs. One hour credit. Fall.

#### **2020 - Advanced Equitation\***

Riding course designed to explore advanced schooling figures in both dressage and jumping. Riders will focus on more advanced dressage principles and jumping techniques. Prerequisite: Equine Science 2010. Two one-hour labs. One hour credit. Spring.

#### **2100 - Introduction to Teaching Horsemanship**

Preparatory course for teaching the basics of safe horsemanship, emphasizing theory of riding principles, methods of instruction, safety, prevention of accidents, and supervising groups or individual riders. Two hour lectures. Two hours credit. Fall.

#### **2110-2120 - Applied Horse Training Techniques I-II**

Students will work with horses to learn lunging, long-lining, ground-driving, use of cavalletti systems, gymnastic exercises, backing, and beginning work under saddle. Prerequisite: Equine Science 1110. Two two-hour labs. Two hours credit. 2110-Fall. 2120-Spring.

### **2200 - Anatomy and Physiology of Farm Animals (Also listed as Agriculture 2200)**

Survey of different anatomical systems including skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, and digestive and comparative analysis between species along with physiology associated with each. Prerequisite: Biology 1020 or 1120. Two lectures and one lab. Three hours credit. Fall.

### **2400 - Horses and Horsemanship (Also listed as Agriculture 2400)**

Basic study of equine science; skills will be taught such as haltering, grooming, equipment use, trailering, etc. Basic training and knowledge of gaits will be emphasized. Health care, nutrition, and management of breeding animals, pleasure horses, and performance horses will be presented in detail. Practical lab experience is integrated into the three hours of lecture each week. Three hours credit.

### **2800 – Horse Evaluation (Also listed as Agriculture 2800)**

Evaluation of horses for soundness and functional efficiency and the relationship of form to function. Evaluation of conformation and performance in various breeds of horses. Includes oral presentations. 2 hours credit.

### **3030 – Equine Law**

Equine activity statutes; liability releases; instructor's liability; land occupier's liabilities; confinement of horses; mounted accidents; ground accidents; land-use issues; transfer of ownership of horses; contracts for boarding and service of horses; insurance; employment; taxation; health and quarantine requirements; injuries to horses; horse registration; horse showing; horse racing. Prerequisites: Equine Science 2400, Accounting 2010. 3 hours credit.

### **3040 – Legal and Business Considerations in Agriculture**

Forms of business association and entity selection; construction contracts; project budgeting; financing options; and insuring risk. Prerequisite: Equine Science 3030. 3 hours credit.

### **3100 – Dressage Basics and Principles\***

An introductory course to teach students the basic theory and training principles of dressage. Students will explore the German Training Scale, the effect of the aids with a special focus on the rider's seat, the various levels of dressage and how they develop an energetic, balanced, and supple horse. Prerequisites: Equine Science 1010 and 1020. 2 hours credit.

### **3110 – Dressage through First Level\***

Riding course designed to confirm the effectiveness of the aids and rider's position to train the horse through 1st level dressage. Prerequisite: Equine Science 3100. 2 hours credit.

### **3200 – Position and Introduction to Jumping\***

Riding course designed to introduce students to basic jumping concepts including rider position, horse and rider conditioning, gymnastic exercises over ground polls and small cross rails, and simple courses. Prerequisite: Equine Science 1010. 2 hours credit.

### **3210 – Jumping Fundamentals and Theory \***

Riding course designed to build upon skills learned in Position and Introduction to Jumping. Theory and knowledge of concepts will be incorporated with continued emphasis on rider position over more difficult jumps, jumping combinations, and more advanced courses. Theory will include the physics of jumping, discussions of varying positions as they relate to different jumping disciplines, and choosing the jumping horse. Prerequisite: Equine Science 3200. 2 hours credit.

### **3300 - Farrier Science**

The student will learn the science and art of horseshoeing. The course covers the anatomy and physiology of the horse's foot, disease process, abnormalities, and lameness associated with the foot and current

methods used to correct these problems. Students will also be expected to assist the farrier on school horses. Prerequisite: Equine Science 2200. 3 hours lecture credit.

**3600 – Feeds and Feeding**

A practical nutritional course, based on common feedstuffs and basic ration balancing for various classifications of horses. Identification of different types of grains, hays, minerals and vitamins and the proper methods of feeding. Study of general feeding practices, evaluation of costs of feedstuffs and quality of ingredients. Course covers basic digestion along with prevention of digestive problems. 3 hours credit.

**3700 – Lameness in Equine**

The course presents a sound foundation of the basic principles of equine digital disease with respect to pathophysiology, anatomy, diagnosis, treatment and prognosis. Designed to reinforce the anatomical and multiple diagnostic methods of investigating lameness in horses including diagnostic nerve and joint blocks, ultrasound and radiology. Prerequisites: Equine Science 2200 and 2800. 3 hours credit.

**3800 – Man and Horse**

A history seminar course that will study the evolution of the relationship between man and horse starting with pre-history and going through the beginning of the 20th century. Emphasis centers on contributions made by the horse to society during various points in history including its impact on major cultures, the development of breeds, its use in war and its eventual change from a work to pleasure animal. Prerequisites: History 1010 and/or History 2010. 3 hours credit.

**3900 – Equine Exercise Physiology**

This course is designed to address the skeletal, muscular, cardiovascular, and regulatory systems of the horse. Effect of work-related stress (mental and physical) using physiological measures. Examination of how the systems relate to one another and how various types of training affect the systems separately and as a whole. Prerequisites: Equine Science 2200. 3 hours credit.

**4010-4020 – Seminar in Agribusiness**

Starting an equestrian facility, including entity selection; operating plan; project budget; obtain financing; purchase or lease of land; construction contracts; employee contracts; liability protection. Prerequisites: Equine Science 3030 and 3040; Accounting 2010. 2 hours credit each.

**4100 – Dressage through Second Level\***

Riding course designed to confirm the effectiveness of the aids and rider's position to train the horse through second level dressage. Prerequisites: Equine Science 3100 and 3110. 2 hours credit.

**4110 – Advancing the Dressage Horse\***

An advanced course designed to teach students the training skills necessary to train the dressage horse beyond second level. Prerequisites: Equine Science 3110 and 4100. 3 hours credit.

**4200 – Advanced Topics in Jumping\***

Riding course designed to explore different jumping disciplines including hunters, jumpers and eventers. Will emphasize the difference between each jumping style and will introduce basic fundamental concepts ranging from riding position and style to proper show etiquette. Prerequisite: Equine Science 3210. 2 hours credit.

**4210 – Riding Courses\***

Riding course designed to explore different jumping disciplines including hunters, jumpers and eventers. Will focus on the different course designs and how they should be ridden. Prerequisite: Equine Science 4200. 2 hours credit.

**4300 – Equine Event Management**

Emphasis will be placed on the management skills needed to design and oversee equine events, including but not limited to shows, sales, and clinics. These skills include marketing; due diligence with respect to

hiring staff, volunteers, and the facility; analyzing facility amenities with respect to risk management for horses and humans; health and safety considerations; logistics, including ordering supplies and suppliers, traffic, parking, waste management (horse and human), etc. 1 hour credit.

#### **4400 – Selection of the Sport Horse**

Course is designed to teach students about biomechanics of the gaits, conformation, mental aptitude, and evaluation of the sport horse. 2 hours credit.

#### **4500 – Equine Senior Internship**

Course is designed for students interested in a vocational/recreational experience with horses. Internships include: show horse industry, draft horse industry, equine veterinary profession, judging, aspects of equine management practices in a group setting, horse barn cooperative and agricultural management. Prerequisite: Junior or Senior standing and approval of department head. 6 hours credit.

#### **4600 - Advanced Equine Nutrition**

Advanced study of nutrition involving a detailed study of absorption and digestion of carbohydrates, fats, proteins, minerals and vitamins. Exact formulation of rations for various classes of horses; will include use of computer balanced rations. Interactions between nutrients will be covered, along with abnormal absorption and digestion. Three hours lecture, three hours credit. Prerequisites: Equine Science 2200, 3600, Chemistry 1020. Spring.

#### **4800 - Equine Diseases\***

Course is designed to acquaint students with the common diseases affecting horses. Both infectious and non-infectious diseases will be covered along with etiology, vaccination schedules, immune responses, and management of treatment. Three hours lecture, three hours credit. Prerequisite: Equine Science 2200, 2400. Spring.

**\*Requires a payment of additional equitation fee.**

### **FORESTRY**

#### **1000 - Forest Fire Management**

Examines fire behavior and management techniques. Two hours credit. Fall.

#### **1010 - Introduction to Forestry, Wildlife, and Fisheries**

History of natural resource policies and practices; social perspectives and attitudes concerning natural resources and their use; techniques of integrated natural resources management, ecological principles, current policies, social trends, and forest and wildlife resource use. Day-long field trips may be required. Three hours credit. Fall.

#### **1020 - Dendrology**

Principles of plant identification as they apply to important trees and shrubs of the U.S., their growth characteristics, place in the forest, and their silvics. Four hours credit. Fall.

#### **1110 - Forest Mensuration**

Principles of forest measurements including basic elements of property boundaries, location, forest mapping, tree measurement, and saw-log and pulpwood scaling. Utilizes aerial photographic and cruising techniques. Four hours credit. Spring.

#### **1120 - Forest Ecology**

The study of scientific foundations of the forest on which cultural practices are based. Four hours credit. Spring.

#### **2015 - Forest Insects and Diseases**

The study of primary forest insects, diseases, and control methods. Includes field identification of certain insects and diseases. Three hours credit. Fall.

## 104 COURSE DESCRIPTIONS

### **2020 - Wildlife and Fisheries Management**

Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern U.S. Four hours credit. Fall.

### **2110 - Silviculture/Forest Management**

A study of the treatment of forest stands to achieve prescribed objectives. Specific topics include intermediate forest management practices, harvest methods, and regeneration of trees. Study of the tools and techniques used in constructing management plans for forests. Four hours credit. Spring.

### **2120 - Forest Recreation**

Principles and problems involved in the utilization of our natural resources for recreational purposes. Three hours credit. Spring.

### **2310-2320 - Forestry Internship**

Supervised on-the-job training without pay in selected organizations coordinated by the College, including ongoing work on College forest lands. Two hours credit/term. Fall and Spring.

## **FRENCH**

Since all foreign language courses at Hiwassee College are designed for non-native speakers of the target language at the elementary and intermediate levels of proficiency, the College does not allow individuals with advanced proficiency in a foreign language to enroll in courses related to that language. An individual's level of proficiency is determined by the foreign language instructor. International students whose native language is not English may satisfy degree requirements by taking a different foreign language from the one in which they have advanced proficiency.

### **1010-1020 - Elementary French**

Introduction to basic language skills: reading, writing, listening, and speaking with emphasis on very practical communication. Must be taken in sequence. Language laboratory required. Not open to students who have French as their native language or advanced proficiency. Three hours credit each semester. 1010 - Fall. 1020 - Spring.

### **2010-2020 - Intermediate French**

Course stresses reading, writing, listening and speaking. Includes aspects of French culture and literary selections. Must be taken in sequence. Language laboratory required. Prerequisite: 2 years of high school or 1 year of college French. Not open to students who have French as their native language or advanced proficiency. Three hours credit per semester. 2010 - Fall. 2020 - Spring.

## **GEOGRAPHY**

### **1010 - World and Regional Geography**

Introduction to human geography of the globe; emphasis placed on political, cultural, and economic factors; stresses subjects such as locations of oceans, rivers, cities, land masses, and national boundaries; the importance of geography in understanding national, political, and economic development; political and economic relationships within nations; diplomatic and economic relationships among nations; and basic concepts of cultural geography of languages, religions, and cultural regions of the world. Three hours credit. Not offered on a regular basis.

### **3010 - Cultural Geography**

Cultural geography describes and explains spatial patterns and ecological relationships in human culture. The course is organized around five core concepts in geography: region, diffusion, ecology, integration, and landscape. Throughout the course these ideas will be utilized to illustrate various aspects of folk and popular culture in North America, with a particular emphasis on the U.S. South. Three hours credit.



## HEALTH

### 2000 - Principles of Nutrition

Relationship of basic nutrition to human well-being; economic, cultural, and social factors influencing food patterns; nutritional requirements through the life cycle; nutritive value and functions of food in the body; analysis and interpretation of nutrition information; current consumer issues in nutrition. Three hours credit. Fall and Spring.

### 2010 - American Red Cross (First Aid/Responding to Emergencies/CPR)

Designed to prepare participants to respond to emergency situations. Emphasis is on relating first aid to participants' lives and work situations. This course integrates two separate courses: Infant and Child Cardiopulmonary Resuscitation (respiratory and cardiopulmonary emergencies in infants and children); and First Aid - Responding to Emergencies (cardiopulmonary and respiratory emergencies in adults and first aid skills). Three hours credit. Fall.

### 2020 - Personal Health

Information and behavior necessary to approach health and wellness scientifically. Deals with physical, intellectual, social, emotional, spiritual, and occupational components of healthy living as the student becomes more aware of health problems in the environment; problem-solving skills for making informed health-related decisions. Three hours credit. Spring.

## HISTORY

### 1010 - Survey of Western Civilization I

Standard college survey course of western civilization, the development of prehistoric man, the ancient Middle East and Egypt, the Indo-European nomads, the Aegean civilizations, the civilization of Greece, the triumph and collapse of Rome, the rise of Christianity, the Dark Ages, and the Middle Ages. No prerequisites. Three hours credit. Fall.

### 1020 - Survey of Western Civilization II

Continuation of 1010, covering the story of western civilization from 1300 to the present. Includes the Renaissance, the Reformation, science and the new cosmology, the revolutions of liberation and nationalism, the impact of the machine, imperialism, World War I, the rise of collectivism, World War II, and global developments since 1945. No prerequisites. Three hours credit. Spring.

### 2010 - Survey of U.S. History I

Standard college survey course of United States history, including origins of British colonies, the revolution, establishment and implementation of the Constitutional Principles, the evolution of our democratic concepts, the development of sectionalism that led to the Civil War; includes examination of economic, social, cultural, and political growth through 1865. Three hours credit. Fall.

### 2020 - Survey of U.S. History II

Continuation of 2010 from the Civil War and Reconstruction, the emergence of the United States as a world power in the 20th century, through two world wars to the modern age; includes examination of economic, social, cultural, and political growth of major themes of the unique United States experience. Three hours credit. Spring.

### 2900 - Special Topics

Content varies. Usually three hours credit, but credit may vary. Not offered on a regular basis.

### 3410 - American Civil War and Reconstruction

An examination of the major issues related to the American Civil War and Reconstruction eras. Emphasis will be placed on the major political, economic, and social issues during the pre-war and post-war years, including the struggles between Congress and the president, the transformation of the South, and the collapse of Radical Reconstruction. General military strategies will be explored. Three hours credit.

## HONORS

### 1010, 1020, 2010, 2020 - Honors Symposium

An interdisciplinary seminar open to all members of Phi Theta Kappa and members of the Honors Program. The fall seminar is based on the Phi Theta Kappa annual Honors Topic. The spring seminar is based upon topics established by the Honors Council. Others may enroll with permission of instructor(s) when space is available. One hour credit. Fall and Spring.

### 2110-2120 - Honors Research Practicum

A one or two semester research project to be directed by a faculty mentor. The project must be approved in advance by the Honors Council. A formal written paper and oral presentation on the topic is required at the end of the project. One hour credit. Fall and Spring.

### 2900 - Special Topics

Content varies. Usually three hours credit, but credit may vary. Not offered on a regular basis.

## HUMANITIES

### 2000 - Ethical Reasoning

This course will provide a framework for examining the importance of ethics in an individual's personal life and professional career. Course content will cover a critical examination of the process of determining ethical reasoning and moral decision making. Case analyses regarding ethics in various disciplines will be required. Three hours credit.

## INTERDISCIPLINARY STUDIES

### 3910 - Core Topics in Humanities

This topics course is designed to introduce students to current matters of interest within the humanities—religion, literature, music, art, theatre, communication, foreign language. Instructors select and cover topics from various humanities disciplines each semester. The course uses an interdisciplinary perspective to examine contemporary movements and controversies in the humanities and consider the relevance of the humanities to other fields of study, other life issues. Prerequisite: Junior standing. Three hours credit.

### 3920 - Core Topics in Math/Science

The core topics course in Math/Science will investigate the scientific basis underlying current significant societal challenges. Students will investigate solutions to the identified challenges (e.g. environmental decay), using a variety of resources and applying scientific principles. Prerequisites: 8 hours of lab science and junior standing. Three hours credit.

### 3930 - Core Topics in Social Science

This course will provide an opportunity to examine a variety of current issues while applying the knowledge and skills of the social sciences. Students will conduct a rational and logical analysis of the selected topics in order to develop a greater understanding of the economic, geographic, historic, political, and social forces impacting each issue. Prerequisite: Junior standing. Three hours credit.

### 4900 - Senior Capstone

Every candidate for the bachelor's degree in interdisciplinary liberal arts completes a significant project under the guidance of a faculty committee. The student selects and studies the topic in consultation with faculty members across various disciplines. Projects culminate with written and oral presentations that can take a variety of forms depending on the materials. Traditional methods for collecting and disseminating information, such as library research and term papers, must be combined with innovative and interactive approaches such as service learning, portfolios, studio/field experiences, technology/

multimedia applications, etc. Through the Senior Capstone, students demonstrate they can apply the critical, analytical, and interpretative skills they have acquired through their studies at Hiwassee College. Prerequisite: Senior standing. Six hours credit — may be spread out over two semesters.

## MATHEMATICS

### 0970 – Developmental Basic Mathematics

Basic operations with whole numbers, fractions, decimals, percents, and real numbers including applications. Other topics include basic statistics, ratios, and proportions. Three hours institutional credit. Does not meet graduation requirements.

### 0980 – Developmental Elementary Algebra

The study of algebraic expressions, linear equations and inequalities, graphing operations on polynomials, systems of equations, and related applications. Primary purpose is to prepare students for College Algebra. Removes deficiency of Algebra I. Three hours institutional credit. Does not meet graduation requirements. Prerequisite: Math 0970 or equivalent math placement score.

### 0990 – Developmental Intermediate Algebra

A continuation of 0980 Elementary Algebra. Factoring, rational expressions and equations, radical expressions and equations, quadratic equations, introduction to functions, and related applications. Removes deficiency of Algebra II. Four hours institutional credit. Does not meet graduation requirements. Prerequisite: Math 0980 or equivalent math placement score.

### 1000 - Technical Mathematics I

Designed to ensure a general and basic mathematics foundation for technical programs. Includes a review of fractions, decimals, percents, and an introduction to geometry. Statistics, measurements, ratios, and proportions are also covered with an emphasis on application. Three hours (3) credit

### 1005 - Technical Mathematics II

A continuation of Math 1000. The course covers right triangles, trigonometry, similar triangles, isosceles triangles, circular trigonometry, radians, and oblique triangles (Law of Sines and Law of Cosines). Also includes linear algebraic equations and word problems. Three hours credit.

### 1010 – Fundamental Concepts of Mathematics

Topics include critical thinking skills, set concepts and operations, logical reasoning, systems of numeration, number theory, the real number system, functions, graphs, and basic algebra. Prerequisite: ACT match sub-score of 19 or greater, or successful completion of DSM 0980 or equivalent math placement score. Not available for credit to those who have completed Math 1130 with a C or better. Three credit hours per semester.

### 1130 – College Algebra

Real number system, exponents and radicals, factoring, inequalities, polynomial, rational, exponential, and logarithmic functions, graphs of functions, and introduction to trigonometry are treated. Prerequisite: Two years of high school algebra and satisfactory placement test scores or satisfactory completion of DSM 0990. Math 1130 is not open to students who have completed any math course numbered Math 1710 or greater with a grade of C or better. Three hours credit.

### 1530 – Statistical Reasoning

A first course in statistics treating probability, descriptive statistics, and inferential statistics. Topics include discrete and continuous probability distributions, sampling, confidence intervals, hypothesis testing, ANOVA, and linear regression. Not open to any student who has completed BA 2110 with a grade of C or better. Prerequisite: Successful completion of one semester of college level math or permission of the instructor. Three hours credit.

**1630 – Finite Mathematics**

Linear systems and matrices, linear programming utilizing both the geometric and algebraic approaches, interest and annuities, exponential and logarithmic functions, probability, and statistics are treated. This course is designed for those not planning to major in the physical sciences, engineering, mathematics, or computer science. Prerequisite: Math 1130 or three years of high school mathematics including geometry. Three hours credit.

**1710 - Precalculus I**

A thorough treatment of real valued algebraic and logarithmic functions, their graphs, properties, and inverse functions; includes right triangle trigonometry and an introduction to the unit circle; systems of equations and augmented matrices, and applications relative to real world problems. Prerequisite(s): ACT math subscore of 19, compass placement, or permission of the instructor. Three hours credit.

**1720 - Precalculus II**

Topics include the graphs of the trigonometric functions, equations, and trigonometric identities; vectors and polar coordinates; sequences and series, and the binomial theorem. Prerequisite(s): Successful completion of Math 1710 or permission of the instructor. Three hours credit.

**1730 – Precalculus**

Angles, trigonometric functions, graphs, and applications; trigonometric identities, and equations; use of trigonometric formulas; inverse trigonometric functions, the Law of Sines and Law of Cosines, sequences and series, induction. Prerequisite(s): Successful completion of Math 1130 College Algebra or math placement scores. Three hours credit.

**1830 – Basic Calculus**

Differential and Integral Calculus of algebraic, exponential, and logarithmic functions and their applications. Not for students planning to major in the sciences; not available to students with a C or better in Math 1910. Prerequisite: Math 1130, Math 1630, or Math 1720; or three years of high school mathematics including geometry and departmental math placement recommendation. Three hours credit.

**1910 – Calculus I**

Single variable calculus with applications for students majoring in science, math, engineering, or computer science. Topics include limits, continuity, differentiation, Rolle's Theorem, and Mean Value Theorem. Prerequisite: Satisfactory performance on mathematics entrance test or satisfactory completion of Math 1730. Four hours credit.

**1920 - Calculus II**

Single variable calculus with applications for students majoring in science, math, engineering, or computer science. Topics include integration, The Fundamental Theorem of Calculus, integration by parts, trigonometric substitution, sequences, and series. Prerequisite: Math 1910. Four hours credit.

**2110 - Calculus III**

Multivariate calculus and applications. Topics include solid analytic geometry, partial differentiation, multiple integration, gradients, and vector calculus. Prerequisite: Math 1920. Four hours credit.

**2120 - Differential Equations**

Ordinary differential equations and techniques used to solve them. Topics include first order differential equations, equations with constant coefficients, numerical methods, Laplace transformations, and series solutions. Prerequisites: Math 1910 and Math 1920. Three hours credit.

**3300 - History of Mathematics**

This course highlights the people, places, and events that have shaped the advancement of mathematical knowledge from the ancient clay tablets used to record counts to the development of the calculus. It also will provide exposure to some classic problems from the various periods and an appreciation for the

mathematicians who developed techniques and thought processes necessary to advance mathematical knowledge. Prerequisite: Math 1920 or permission of the instructor. Three hours credit.

### **3900 - Special Topics**

Designed for students who wish to study areas not offered in the regular curriculum, or in addition to regular curriculum offerings. Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

## **MUSIC**

### **1030 - Music Appreciation**

A survey of the history of music in Western Civilization including solo and folk instruments and ethnic and folk traditions. Includes music from the Baroque, Classical, Romantic, and twentieth century. Three hours credit. Fall and Spring.

### **1115 - History of Rock**

Historical overview of rock and roll music and how the socioeconomic and cultural factors in the twentieth century have shaped the music. Study and appreciation of rock music, its origins and development from 1890's ragtime through present. Three hours credit. Spring. Offered as needed.

### **1200-1210 - Music Theory I and II**

Basic understanding of the elements of notation, key signatures, scales, and the fundamentals of harmony through triads, seventh chords, modulations, and secondary dominants. Includes exercises in writing and analysis of music from Baroque through twentieth century. Must be taken in sequence. Students must pass written exam in order to register for this course or have prior consent of the instructor. Three hours credit each semester.

### **1220 - Fundamentals of Music**

For those students who need remedial work in scales, note recognition, rhythm reading, and key signatures. Will be required of those who do not pass the entrance examination for Music Theory 1200. Three hours credit. Fall.

### **2120-2130 - Ear Training**

Designed to develop proficiency in identifying melodic, harmonic, and rhythmic examples. Must be taken in sequence. One hour credit each semester.

### **2200-2210 - Music Theory III and IV**

A continuation of Music 1200 and 1210 with emphasis placed on analyzation, partwriting, Neapolitan chords, augmented sixth chords, and other techniques used by composers from Baroque through twentieth century. Prerequisite: Music 1200 and 1210. Three hours credit each semester.

### **2910-2920 - History of Music**

A comprehensive study of the development of music from the early Greeks and the early Christian church through the music of the twentieth century. Music 2910 covers music to 1750; Music 2920 covers music from 1750 through present. Primarily intended for music majors, but is open to other interested and qualified students. Courses must be taken in sequence. Three hours credit each semester.

### **2900 - Special Topics**

Designed for students who wish to study areas not offered in the regular curriculum, or in addition to regular curriculum offerings. Content varies. Usually three hours credit, but may vary. Not offered on a regular basis.

### **3380 - World Music**

Examines music from an ethnomusicalogical perspective focusing on musical performance and the interrelationships of music, culture, and daily life. The course surveys music from a variety of cultures through a series of case studies. Three hours credit.

**MUSIC - APPLIED****1040-1050 (Freshman) 2040-2050 (Sophomore) 3040-3050 (Junior) 4040-4050 (Senior) - Piano**

Develop basic technical skills, technical development, additional repertoire, sight-reading, solo and accompanying skills, and general musicianship. Participation in solo class is required. Subsequent courses are a continuation of the first year of study. Emphasis is on further development of solo and accompanying skills. After the first year, piano majors will be expected to accompany various vocal groups, play at College chapel services, and participate in all solo classes and recitals. A thirty-minute recital is required before graduation. Open by audition only. Requires payment of additional applied music fee. One or two hours credit each semester.

**1060-1070 (Freshman) 2060-2070 (Sophomore) 3060-3070 (Junior) 4060-4070 (Senior) - Organ**

Emphasis on fundamentals of the organ and development of church-related style of playing. A background in piano is highly recommended. Individualized course of applied study. Second-year students may be asked to accompany College chapel services. Majors are required to give a thirty-minute recital during the second year and to participate in solo class and recitals. Requires payment of applied music fee. One or two hours credit each semester.

**1080-1090 (Freshman) 2080-2090 (Sophomore) 3080-3090 (Junior) 4080-4090 (Senior) - Class Piano (Non-piano majors)**

Designed for music majors who are not piano majors, but is open to all students who have had no piano experience. Preference in registration will be given to music majors. Acquaint beginning piano students with keyboard basics. Develop technical skills such as note-reading, basic chords, and harmonization of melodies. Requires payment of applied music fee. One or two credit hours each semester.

**1310-1320 (Freshman) 2310-2320 (Sophomore) 3310-3320 (Junior) 4310-4320 (Senior) - Voice**

Offered by audition to music majors and other interested students. Individual instruction is given regarding appropriate repertoire, diction, and interpretation. Technical aspects covered include proper breathing, placement, and tone production. First year students' repertoire is built primarily around sacred music, art songs in English, and Italian art songs of the seventeenth and eighteenth centuries. In subsequent years, courses include music that is technically more demanding. Students who are vocally ready are exposed to a limited number of French and German art songs. After the first year, voice majors are required to give a public recital. Requires payment of applied music fee. One or two hours credit each semester.

**1440-1450 (Freshman) 2440-2450 (Sophomore) 3440-3450 (Junior) 4440-4450 (Senior) - Percussion**

Individualized instruction in percussion. Literature adapted to proficiency of student. Requires payment of applied music fee. One hour credit. Offered as needed.

**1710-1720 (Freshman) 2710-2720 (Sophomore) 3710-3720 (Junior) 4710-4720 (Senior) - Woodwind**

Individualized instruction in woodwinds. Literature adapted to proficiency of student. Requires payment of applied music fee. One hour credit. Offered as needed.

**1810-1820 (Freshman) 2810-2820 (Sophomore) 3810-3820 (Junior) 4810-4820 (Senior) - Guitar**

Individualized instruction in guitar. Beginning guitar playing, teaching basic techniques of chord playing, and note reading. Literature adapted to the proficiency of the student. Requires payment of applied music fee. One or two hours credit. Offered as needed.

**2400-2410 - Vocal Diction for Singers I and II**

Students will learn the International Phonetic Alphabet and its application to proper pronunciations in singing English, Italian, Latin (2400), German, French, and Spanish (2410). Two hours credit per semester.

**MUSIC - ENSEMBLES****1010-1011 (Freshman) 2010-2011 (Sophomore) 3010-3011 (Junior) 4010-4011 (Senior) - Instrumental Ensemble**

The Hiwassee College Instrumental Ensemble is open by audition to experienced instrumentalists who are willing to practice and perform as an ensemble. Members are expected to participate at specified events. One rehearsal per week. One hour credit each semester.

**1111-1112 (Freshman) 2111-2112 (Sophomore) 3111-3112 (Junior) 4111-4112 (Senior) - College Chorale**

Open to all students by consent of the instructor. The Chorale is the primary performing organization of the College music program. Performances include public concerts, madrigal dinner or other Christmas presentation, church, civic group, and school presentations. One hour credit each semester.

**1821-1822 (Freshman) 2821-2822 (Sophomore) 3821-3822 (Junior) 4821-4822 (Senior) - Shalom**

A Christian Witness Ensemble of limited size open to all students by audition. The group performs several styles of sacred music, sings at campus functions, churches, civic organizations, and schools. Special instrumentation is incorporated when appropriate. Prerequisite: Membership in the College Chorale or with consent of instructor. Two rehearsals per week. One hour credit each semester.

**NEWSPAPER PRACTICUM****1500, 1510, 1520, 1530 - Newspaper Practicum**

Production of The Tiger's Tale, the College newspaper. One hour credit each semester. Students may take no more than two practicums per semester and may apply a maximum of eight hours practicum credit toward graduation.

**PHILOSOPHY****1030 - Introduction to Philosophy**

An introduction to the discipline of philosophy, the areas that may be of concern to the philosopher, the methods whereby the philosopher approaches the task of inquiry, and the use that is made of knowledge gained in the investigation. Three hours credit. Not offered on a regular basis. Three hours credit.

**1130 - Critical Reasoning**

A basic introduction to practical reasoning in natural language. The course is designed to examine many of the accepted forms of reasoning and the various ways in which language functions. The class will investigate fallacies, definitions, metaphors, and theories of meaning; examples will be taken from science, law, politics, theology, philosophy, and moral theory. The course is designed to equip students with the tools necessary to do well in academic courses that require logical argument analysis and sound reasoning skills. Three hours credit. Not offered on a regular basis.

**2010 - Introduction to Ethics (Also listed as Religion 2250)**

An introduction to the primary methods and language used by major philosophers and theologians as they systematically question and critically examine the underlying principles of morality. The course deals with the nature of goodness, relativism versus absolutism, and how we become moral agents. This historical survey covers a select group of authors beginning with Plato and proceeding chronologically to the twentieth century. A writing emphasis course. Three hours credit. Not offered on a regular basis.

**3200 – Philosophy of Religion**

An inquiry into the general subject of religion from the philosophical point of view. Among the specific questions considered are: the nature, function and value of religion; the validity of the claims of religious knowledge; the nature of evil; and the existence and character of deity. 3 hours credit. (Online)

**PHYSICAL EDUCATION****1010-1050 - Activity Courses**

A student may elect from any of the courses that follow.\* Each provides an activity experience and meets a minimum of two hours per week. All of the following courses carry one semester-hour credit.

1010 -	Golf*
1011 -	Tennis
1012 -	Volleyball*
1013 -	Conditioning/Weight Lifting
1014 -	Basketball*
1015 -	Softball*
1017 -	Swimming I
1018 -	Swimming II
1019 -	Hiking
1020 -	Theatre, Dance I
1022 -	Badminton
1023 -	Snow Skiing
1024 -	Jogging
1025 -	Lifeguarding
1026 -	Baseball*
1029 -	Karate I
1030 -	Karate II
1031 -	Soccer*
1032 -	Snowboarding
1033 -	Crosscountry*
1040 -	Cheerleading*
1041 -	Equitation I
1042 -	Equitation II

\*Can be taken for credit by varsity athletes during the second year of participation in the sport.

**1050 - Concepts in Wellness and Physical Fitness**

Based on the concept of Health Related Physical Fitness (HRPF), this course is designed to present current information and provide strategies for implementing and maintaining a healthy lifestyle. Primary emphasis will be on cardio-respiratory function, nutrition, flexibility, muscular strength and endurance, and body composition. Test and measurement techniques will be employed to give the student an understanding of his/her current state of HRPF and how this concept can be monitored throughout one's lifetime. One hour credit. Offered each semester.

**2120 - Physical Education in Elementary School**

Study of characteristics and needs of the elementary age child and programs suitable for them. Principles of body mechanics, theories of play, and developing leadership in play activities are considered. Teaching opportunities with children of this age. Three hours credit. Spring.

**2130 - Teaching of Individual and Team Sports**

Emphasis on the use of methods and materials for teaching individual and team sports. Rules, skill techniques, and teaching progressions of selected activities. Study of officiating techniques. Three hours credit. Fall.



**2430 - Lifeguard Training**

The purpose of this course is to teach lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. As part of the course, CPR for the Professional and Standard First Aid will be taught. Two American Red Cross certifications may be issued: Lifeguard Training and CPR for the Professional Rescuer. Passing a water skills test is a prerequisite for the class. One hour credit. Not offered on regular basis.

**PHYSICAL SCIENCE****1030 - Introduction to Physical Science**

A survey of essential topics in physics, chemistry, earth science, and astronomy designed to provide students with relevant applications to everyday life. Three lectures and one lab. Four hours credit. Spring.

**PHYSICS****2010-2020 - Non-Calculus Based Physics I-II**

Basic principles of physics and applications related to pre-medical, pre-pharmacy, pre-dental, and pre-veterinary programs. 2010 - mechanics, electricity, and magnetism; 2020 - heat, waves, optics, modern physics, and fluids. Prerequisites: Math 1710 or 1720. Three lectures and one lab per week. Four hours credit each semester. 2010 - Fall. 2020 - Spring.

**POLITICAL SCIENCE****1010 - United States National Government**

Standard college survey course of United States government. Examines constitutional principles, structures, and processes of United States national government. Includes analysis and interpretations of the continual struggle in the United States between society's need for stability and order and the individual's desire for liberty and freedom and the manner in which the United States government deals with the complex political issues of the present time. Three hours credit. Fall.

**1020 - Introduction to Politics**

Examines political theory and philosophy of the western world and the historical conditions from which they were derived. Includes a study of the differing political systems and a study of comparative governmental systems of the modern world. Prerequisite: Political Science 1010 or consent of the instructor. Three hours credit. Spring.

**PSYCHOLOGY****1110 - General Psychology**

An introduction to the basic concepts and principles of the study of human behavior. Topics include emotions, attention and perception, thinking and deciding, motivation, personality, mental health and adjustment, and learning and thinking. Three hours credit. Fall and Spring.

**1120 - Child and Adolescent Psychology**

A study of the emotional, physical, cognitive, and social development of the child from conception through adolescence. Prerequisite: Psychology 1110 or permission of instructor. Three hours credit. Fall and Spring.

**1160 - Positive Psychology**

A review of the scientific study of human strengths. Topics include optimism, resilience, meaning, accomplishment, and happiness. The focus is on the students' use of valid self-assessments and reflections/analyses on their responses. Reading and assignments from the textbook, selected readings from other sources, and class discussion should lead students to better self-understanding and knowledge of creating successful attitudes and habits. Three hours credit.

**2100 - Developmental Psychology**

Utilization of basic system concepts as they apply to the development of the individual and family from birth to death; normative and nonnormative development; impact of various influencing factors such as physiological, social, material, and other environmental forces; opportunity for observing and working with various age groups. Three hours credit. Spring.

**2210 - Educational Psychology (Also listed as Education 2210)**

A study of human behavior and learning treated in the context of educational processes. The nature of various mental characteristics, such as intelligence, interest, knowledge, measurement, appraisal, and their significance for educational goals. Elementary descriptive and inferential statistics. Prerequisites: Psychology 1110-1120 or permission of instructor. Three hours credit. Spring.

**2220 - Social Psychology (Also listed as Sociology 2220)**

A study of the individual in social contexts, his or her social roles and socialization process. Personal and social factors in perceptive attitudes toward individuals and groups; group structures and intergroup relations. Preference given to sophomores. Three hours credit. Fall.

**2230 - Abnormal Psychology**

A study of abnormal behavior and various mental illnesses, their causes, symptoms, diagnosis, and therapeutic treatments, as viewed from different theoretical perspectives. Prerequisite: Psychology 1110 or permission of instructor. Three hours credit. Fall.

**3300 - Multi-Cultural Psychology**

An examination of how and why human behaviors differ across/within cultures by looking at the theoretical, empirical, and applied multi-cultural/cross-cultural studies. Understanding of culture, cultural differences, and ways that sociocultural context influences the thinking and social behavior of individuals. Emphasis is placed on empirical research to achieve appreciation of cultural groups both within and outside of U. S. culture. Prerequisite: Psychology 1110 or permission of instructor. Three hours credit.

**PUBLIC PROGRAMS****1010-1020; 2010-2020; 3010-3020; 4010-4020 – Public Programs**

Weekly chapel programs which include worship through various media led by the college chaplain, faculty members, students, and/or guest speakers. Also includes periodic assembly programs for advising and cultural activities. Attendance is required of all full-time students. One-half hour credit each semester.

**RELIGION**

Courses designated as (Online) are offered through an articulation agreement with Southwestern College in Kansas. Students will register for the Southwestern online courses through Hiwassee and earned credits from Southwestern will be entered on the Hiwassee College transcripts. Further information can be obtained in the Academic Affairs Office.

**2000 – Bible Survey**

Introduction to the basic content of the Biblical books. The main objective of this course is to help students gain a solid overview and to discern major Scriptural themes. 3 hours credit.

**2210 - The Religion of Judaism**

A study of the religion of the Jewish people from its beginnings until the Maccabean Revolt in 164 B.C.; primary source for the investigation derived from writings commonly called the Old Testament, emphasizing historical, prophetic, and apocalyptic material. Three hours credit. Fall, Spring, and Summer.

**2220 - The Beginnings of Christianity**

A study of the beginnings and growth of the Christian religion through 150 A.D.; in-depth study of the major personalities in this movement - Jesus, Paul, and others referred to as disciples; considerable

attention given to the development of the body of sacred literature of the Christian movement, commonly referred to as the New Testament. Three hours credit. Fall, Spring, and Summer.

### **2230 - World Religions**

Examination of the religious traditions, other than Christianity and Judaism, of the Far East and the Near East. Three hours credit. Not offered on a regular basis.

### **2240 - Contemporary Religious Issues**

Selected personalities, movements, and problems in American religious life, thought, and culture constitute the subject matter for the course. Three hours credit. Not offered on a regular basis.

### **2250 - Introduction to Ethics (Also listed as Philosophy 2010)**

An introduction to the principal methods and language used by major philosophers and theologians as they systematically question and critically examine the underlying principles of morality. The course deals with the nature of goodness, relativism versus absolutism, and how we become moral agents. This historical survey covers a select group of authors beginning with Plato and proceeding chronologically to the twentieth century. A writing emphasis course. Three hours credit. Spring.

### **2900 - Special Topics**

Content varies. Usually three hours credit, but credit may vary. Not offered on a regular basis.

### **3010 – Systematic Theology I**

An introduction to the standard means by which theologians organize questions and ideas relative to Christian doctrine. The course focuses on the theological method; i.e. the historical context and conceptual tools necessary for a systematic approach to thinking logically. 3 hours credit. (Online)

### **3020 – Systematic Theology II**

The second of a series of two courses introducing students to the standard categories by which theologians organize Christian thought. This course surveys the main categories of Christian theology from the Trinity to eschatology. Prerequisite: Religion 3010. 3 hours credit. (Online)

### **3110 – Integrative Seminar I: Becoming a Pastor**

Part of a series of practically-oriented discussion of ministry in its various forms, comprised primarily of guest speakers and small groups of faculty-students, focusing on the nature of Christian ministry, church polity/governance, the Church's mission, and Christian unity. This course enables students to draw connections between academic learnings and practical experiences. Prerequisites: RELI 2210, RELI 2220. 3 hours credit.

### **3120 – Integrative Seminar II: Pastoral Counsel**

Part of a series of practically-oriented discussion of ministry in its various forms, comprised primarily of guest speakers and small groups of faculty-students, focusing on pastoral duties (weddings, funerals, visitation, etc.), Christian evangelism, and social justice/outreach. This course enables students to draw connections between academic learnings and practical experiences. Prerequisite: RELI 3110. 3 hours credit.

### **3330 – The Church: Origins to the Middle Ages**

Introduces students to the major events and personalities that helped shape the church in the West, especially in terms of its basic doctrines and practices, from the origins of the church to roughly 1300. 3 hours credit. (Online)

### **3340 – The Church: Renaissance to the Present**

Introduces students to the major events and personalities that helped to shape the church in the West, especially in terms of its basic doctrines and practices, from roughly the fourteenth century to the present. A continuation of RELI 3330. 3 hours credit. (Online)

**3400 – Hermeneutics**

Introduction to the basic principles involved in interpreting Biblical texts. The course will look at theories as they relate to such questions as the relationship between author, text, reader(s), and the community of faith. Prerequisite: RELI 3010. 3 hours credit. (Online)

**4010 – Theological Systems and Issues**

A brief review of theological methods and a survey of well-known modern systems of Christian thought, including process, liberation, feminist, and neo-orthodox/evangelical theology. Prerequisite: RELI 3010, RELI 3020. 3 hours credit. (Online)

**4110 – Integrative Seminar III: Pastoral Administration**

Part of a series of practically-oriented discussions of ministry in its various forms, comprised primarily of guest speakers and small groups of faculty-students, focusing on ministerial ethics, church finances, and church administration. Enables students to draw connections between academic learnings and practical experiences. Prerequisite: RELI 3120. 3 hours credit.

**4120 – Integrative Seminar IV: Pastors in Work and Sacrament**

Part of a series of practically-oriented discussions of ministry in its various forms, comprised primarily of guest speakers and small groups of faculty-students, focusing on pastoral leadership in Christian worship, pastoral ministry in crisis situations (suffering, illness, death, etc.) and the spiritual life. Enables students to draw connections between academic learnings and practical experiences. Prerequisite: RELI 4110. 3 hours credit.

**4150 – Denominational Heritage and Structure**

The course is designed to assist students in the knowledge of their chosen denomination as it relates to the universal church. Independent research and personalized instruction will be part of the learning process. 3 hours credit. (Online)

**4300 – Leadership in Christian Traditions**

An examination of the nature of leadership in Christian communities, as well as contemporary Western cultural expressions. Topics include the identity of the leader, spiritual formation, the role of community, the leader and culture, preparation for leadership, and cross-cultural leadership. 3 hours credit.

**4900 – Senior Research Project**

Research, writing, revision, and presentation of a major research project on a specific ministerial issue/concern. The project should adopt and address a case study as well as a proper ministerial response using the resources of the Pastoral Studies program: Biblical studies, Christian tradition, Christian moral theology, and one's denominational tradition. Students are expected to present their research project as part of RELI 4120. Prerequisites: RELI 4110 and 4300. 3 hours credit.

**4990 – Responsibility for the Future**

Seniors with various majors share learnings and approaches from their different disciplines toward dealing holistically with issues that shape the future, seeking to integrate disciplines and to synthesize knowing, caring, and doing. 3 hour credit.

**SOCIOLOGY****1010 - Introduction to Sociology**

A study of the general principles of human group behavior and the cultural patterns that result from interaction in an almost infinite number of relationships. Also covers the development of institutions in the society, including the theories, social structures, ideologies, and the problems of bureaucratic organizations that encompass American life. Emphasis is upon the individual developing and becoming a member of society. These interrelationships are viewed from the rural-agricultural society as well as the urban-industrial complex. Three hours credit. Fall.

**1020 - Social Change and Social Problems**

A study of the major social problems of present day society, including the problems involved in changing contemporary life; begins with a study of the sociology of social problems, and continues with analysis of the most critical problems. Three hours credit. Spring.

**2200 - Marriage and Family Relationships**

Changing relationships among family members across the life span; impact of gender roles on marital quality; power and decision making; communication; conflict management; alternative dating and marriage patterns. Three hours credit. Offered as needed.

**2220 - Social Psychology (Also listed as Psychology 2220)**

A study of the individual in social contexts, his or her social roles and socialization process. Personal and social factors in perceptive attitudes toward individuals and groups; group structures and intergroup relations. Prerequisite: Psychology 1110 or Sociology 1010. Three hours credit. Fall.

**2400 - Human Sexuality**

Defining and understanding human sexuality from an interdisciplinary perspective (cultural, spiritual-value, attitudinal, psycho-social, and biomedical determinants) in order that appropriate and responsible decisions regarding one's own sexuality can be made. Course content includes current scientific and empirical data concerning human sexuality. Opportunities for viewing alternatives to value and emotion-laden issues in a non-threatening atmosphere. Preference given to Sophomores. Three hours credit. Spring.

**2500 - Introduction to Human Services**

A course designed to introduce students to basic concepts of human service as a profession and the many roles performed by human service workers who attempt to improve the quality of life for clients, groups, and/or community. Designed to help students assess their ability and desire to pursue a career in this profession. Includes 15 hours of field experience in a current human service vocation. Prerequisite: Permission of instructor. Sophomores or above. Three hours credit. Spring.

**3200 - Society and Law (Also listed as Criminal Justice 3200)**

Exploration of the major issues and debates of law and social change. Topics will include the functions and forms of social control and the different forms of law that focus on freedom and coercion. This course will also explore legal developments through key appellate and Supreme Court cases. Three hours credit.

**3500 - Deviance and Social Control**

This course examines theories in relation to deviant behavior and the social methods used to control it, as well as the deviants, their lifestyles, and the crimes committed. Three hours credit.

**3600 - Criminology (Also listed as Criminal Justice 3600)**

A study of the volume and scope of crime, beginning with a systematic inquiry into alternative definitions of crime, statistical distribution of different types of crime causation, and theories and explanations of crime. Some attention is given to organized crime, juvenile crime, and the control, treatment, and rehabilitation of the offender. Three hours credit. Not offered on a regular basis.

**SPANISH**

Since all foreign language courses at Hiwassee College are designed for non-native speakers of the target language at the elementary and intermediate levels of proficiency, the College does not allow individuals with advanced proficiency in a foreign language to enroll in courses related to that language. An individual's level of proficiency is determined by the foreign language instructor. International students whose native language is not English may satisfy degree requirements by taking a different foreign language from the one in which they have advanced proficiency.

**1010-1020 - Beginning Spanish**

An introduction to the Spanish language and cultures. Includes basic language skills of reading, writing, listening, and speaking. Must be taken in sequence. Not open to students who have Spanish as their native language or advanced proficiency. Three hours credit per semester.

**2010-2020 - Intermediate Spanish**

Continuation of language skills: reading, writing, listening, and speaking. Includes aspects of Spanish and Latin American culture. Must be taken in sequence. Prerequisite: two years high school or one year college Spanish. Not offered to students who have Spanish as their native language or advanced proficiency. Three hours credit per semester.

**2900 - Special Topics**

Content varies. Usually three hours credit, but credit may vary. Not offered on a regular basis.

**SPORTS MEDICINE****1010 - Introduction to Sports Medicine**

Covers basic information concerning required competencies for National Athletic Trainers' Association (NATA) certification. Provides practical experience in athletic training/sports medicine. Practicum hours required. Three hours credit. Fall.

**2010 - Care and Prevention of Athletic Injuries**

Study of the methods of caring for and preventing injuries incurred in athletic events and physical education programs. Prerequisite: Sophomore standing and completion of Biology 1010-1020 or consent of the instructor. Three hours credit. Spring.

**THEATRE****1000-1500 (Freshman) 2000-2500 (Sophomore) - Play Production**

Designed to offer the student an opportunity to put classroom skills to practical use by actively participating in bringing an actual theatrical production to the stage. Emphasis on principles of stage management and developing the student's skill in make-up techniques, set design, lighting, and costume design. Evaluations based on attendance, participation, completion of assigned duties, and written quizzes. One hour credit each semester. Fall and Spring.

**1020 - Fundamentals of Acting (Also serves as Oral Communication Requirement)**

Designed to help the student develop practical skills in the theatre. Focus is on basic acting techniques, developing and analyzing a character, acting exercises, scene work, and observation. Evaluation is based upon scene work, classroom discussion, and outside writing assignments, attendance, and critique of outside shows. Three hours credit. Fall and Spring.

**1025-1026 (Freshman) 2025-2026 (Sophomore) - Introduction to Church Drama**

Designed to help develop the student's skills and awareness in presenting drama and understanding the relationship of drama in religious and spiritual settings. Audition required. One hour credit per semester.

**1030 - Introduction to Theatre**

Designed to establish a fundamental knowledge of theatre: its purpose, history, value, aesthetic quality, as well as practical production techniques. Evaluation is based on in-class examinations, outside writing assignments, and classroom discussion. Three hours credit. Fall.

**3300 - World Drama (Also listed as English 3300)**

A study of drama as literature. Plays will be selected from the literature of different cultures and historical periods. A critical look at how these selections affected and were affected by their times. Can serve as a literature elective, but will not meet the graduation requirement for literature. Three hours credit. Fall or Spring.

**YEARBOOK PRACTICUM****1500, 1510, 1520, 1530 - Yearbook Practicum**

Production of the college yearbook. One hour credit each semester. Students may take no more than two practicums per semester and may apply a maximum of eight hours practicum credit toward graduation.



# TRUSTEES, FACULTY, AND STAFF



## HIWASSEE COLLEGE BOARD OF TRUSTEES 2011-2012

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## FACULTY OFFICERS

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<b>Dr. Curtis Chapman</b> .....	Chair
Division of English and Language Studies and Division of Humanities and Fine Arts	
<b>Ms. Reeca Lowe</b> .....	Chair
Division of Business and Consumer Economics, Division of Social Sciences, and Division of Health and Physical Education	

## FACULTY MEMBERS

### FULL-TIME FACULTY

**Allen, Robert**

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**Newcomb, Ronald**

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124 TRUSTEES, FACULTY, AND STAFF

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**ADMINISTRATIVE OFFICERS**

- Mr. D. Mark Elam..... Vice President for Institutional Advancement  
B.F.A., University of Georgia, Additional Study: University of Georgia, CASE, AFP, AHP, ALDE, NASD.
- Reverend Betty M. Furches..... Campus Chaplain  
Candler School of Theology – Course of Study.
- Mr. J. Ron Hemphill ..... Vice President for Admissions and Financial Aid  
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- Mr. Walton Lipscomb..... Vice President for Business Affairs & Treasurer  
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- Dr. Beth R. Scruggs..... Vice President for Academic and Student Affairs  
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- Dr. Robin J. Tricoli ..... College President  
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**STAFF OFFICERS**

Mr. Stephen Adkins .....	Director of Food Services
Mr. Teddy Anderson .....	Head Coach, Softball
Mr. Paul Barker .....	Curriculum Development Specialist; Web Master
Ms. Kathy Barr .....	Assistant Manager/Payroll Coordinator, Business Office
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Ms. Barbara Brannon .....	Counselor and Office Manager, Financial Aid
Mr. Chase Brown .....	Campus Security
Ms. Crystal Brown .....	Academic Adviser, Educational Talent Search
Ms. Nikki Cain-Ellis .....	Grant Writer
Ms. Barbara Carringer .....	Assistant, Library
Dr. Curtis Chapman .....	Director of Library Services
Mr. Matt Cravens .....	Head Coach, Women's Basketball and Volleyball
Ms. Nancy Dalton .....	Office Administrator, Talent Search
Ms. Jane Dye .....	Registrar
Ms. Diann Franklin .....	Housekeeping
Mr. Shane Gardner .....	Assistant Athletic Director; Head Coach, Baseball
Ms. Ordra Garren .....	Housekeeping
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Ms. Jennie Jones .....	Accounts Payable, Business Office
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Mr. David Smith .....	Grounds Manager
Mr. Jason Smith .....	Maintenance
Ms. Nancy Tallent .....	Food Service
Ms. Sharon Tallent .....	Switchboard, Cheer Coach
Ms. Elaine Tilley .....	Director, Educational Talent Search

126 TRUSTEES, FACULTY, AND STAFF

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Ms. Brandi Underdown .....	Switchboard
Ms. Jean Wagner.....	Resident Director, Allison Hall; Post Office
Mr. Russell Watson.....	Maintenance
Ms. Sunni Watson.....	Academic Adviser, Upward Bound
Ms. Misty Watts.....	Student Accounts Coordinator, Business Office
Mr. Don Weiss.....	Assistant Coach, Men's Basketball
Ms. Susan White.....	Academic Adviser, Educational Talent Search
Mr. J. Richard Woodard.....	Director of Facilities and Maintenance



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## WHERE TO WRITE FOR INFORMATION

Concerning: Admission Requirements,  
Admission Procedures,  
Residence Hall Reservations

Contact: Office of Admission  
Phone 1-800-356-2187  
Local (423) 420-1212

Concerning: Financial Aid,  
Veterans Affairs

Contact: Financial Aid Office  
Local (423) 420-1221

Concerning: General Student Affairs  
including Residence Hall  
Life, Student Activities,  
Campus Regulations

Contact: Student Development Office  
Phone (423) 420-1229

Concerning: Gifts, Wills, Annuities  
Public Relations,  
College Publications,  
Alumni Affairs,  
Church Relations

Contact: Institutional Advancement Office  
Phone (423) 420-1222

Concerning: Academic Program,  
Academic Regulations

Contact: Office of Academic Affairs  
Phone (423) 420-1211

Concerning: Continuing Education

Contact: Office of Academic Affairs  
Phone (423) 420-1211

Concerning: Religious Life Programs,  
Christian Student Movement

Contact: Office of the Chaplain  
Phone (423) 420-1218

Concerning: Transcripts,  
Graduation,  
Registration

Contact: Office of the Registrar  
Phone (423) 420-1226

**All addresses above are:  
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Madisonville, Tennessee 37354**